



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
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Position Announcement
Helena Senior Center Coordinator

Rocky Mountain Development Council, Inc. is seeking applicants for the position of Helena Senior Center Coordinator. This position is part time, hours will vary, but will typically be worked between 8 AM and 2 PM, not to exceed 25 hours per week. The salary for this position is \$12.49 per hour plus RMDC's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Helena Senior Center Coordinator is responsible for coordinating, planning, organizing and implementing social activities and related services for senior citizens at the Helena Senior Center. The Coordinator determines the center's needs and plans and coordinates special events to enhance the quality of life for senior participants. This position is also responsible for working closely with Rocky's Community Outreach Coordinator preparing the bi-monthly *Voice of Experience* Helena Senior Center newsletter

Minimum Qualifications:

Knowledge of:

- Principles and techniques used in planning and coordinating services for seniors.
- Service and operation needs associated with events, educational and recreational activities.
- Gerontology and the unique interests and needs of the senior citizen population.
- Individual and group behavior.
- The Older Americans Act and longstanding expectations for Senior Centers.
- Resources needed by senior citizens and where they are available in the Helena community.
- Computers and common software packages.

Skills:

- Strong organizational skills.
- Exceptional verbal, written, and interpersonal communication skills including; public speaking and presentation skills.

Ability to:

- Work well with others particularly senior citizens and other Rocky staff.
- Prioritize duties and program needs providing quality services in a cost-effective manner and to recommend improved methods of performing the work and/or providing services.
- Plan and organize Senior Center activities for clients with diverse interests and needs.
- Coordinate promotion and marketing of events and activities to increase participation and membership with Rocky Community Outreach Coordinator.
- Research and write articles for *Voice of Experience* Newsletter.
- Resolve problems through conflict resolution techniques.
- Understand and work with organizational dynamics between individuals and between groups.
- Accomplish planning, writing, and other office components of the job while still greeting seniors and overseeing activities, with multiple interruptions.
- Engage other community organizations and resources in the work of Rocky's Senior Center.
- Work closely with the Senior Nutrition Program staff on all matters affecting the Helena DDC.

Education & Experience:

The above knowledge, skills and abilities are typically acquired through two years of college, business school or specialized education focused on seniors preferably in the human service area, gerontology or a related field. At least one year of work experience with older persons in activity or educational program planning and execution, and/or an equivalent combination of education and experience. Must be able to pass a criminal background check, have a valid driver's license, motor vehicle insurance and be insurable on RMDC's motor vehicle insurance policy. Obtain and maintain CPR and First Aid Certification.

Application Process:

Applicants must submit a signed and completed Rocky Mountain Development Council application, resume and letter of interest. Applications are available from RMDC, the Job Service and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by RMDC Human Resource Office at the above address. Applications must be received by Wednesday, January 23, 2019 at 5:00PM RMDC is an EEO employer.