

**Town of Shelburne
Office of the Select Board
51 Bridge Street
Shelburne, MA 01370
(413) 625-0300**

Townadmin@townofshelburnema.gov

**SENIOR CENTER
OUTREACH COORDINATOR**

The Town of Shelburne is seeking to employ a part-time 32 hour per week Outreach Coordinator needed for Shelburne Senior Center to coordinate and provide outreach and referral services at the Center and in the communities of Ashfield, Buckland and Shelburne. Important qualities for this position are ability to maintain confidentiality, sensitivity, flexibility, good communication skills, and genuine concern for well being of clients. Must be knowledgeable of local senior support services, including fuel assistance and SNAP applications, ability to provide limited supportive counseling, provide/recommend referral to area agencies, contact and visit clients, assess needs, offer informational programs and act as a liaison between various service providers. SHINE certification or the ability to become certified is recommended. Knowledge of Alzheimer's disease and the ability to facilitate a caregiver support group and Memory Café is recommended. The Outreach Coordinator performs administrative duties and support to Center operations as needed.

Associates Degree in Human Services or related field plus five years experience in the field or Bachelors Degree in Human Services or related field and three years experience required. Salary commensurate with experience.

Interested applicants should submit a letter of interest along with a resume to Terry Narkewicz, Town Administrator, Shelburne Town Hall, 51 Bridge Street, Shelburne Falls, MA. A copy of the job description is available at www.townofshelburne.com (see employment opportunities). Resumes will be accepted until a suitable candidate is hired.

Town of Shelburne is an EOE/AA employer.