

JOB POSTING

TOWN OF GRAFTON

Part-Time Activities Coordinator

The Town of Grafton has available a part-time Activities Coordinator position through the Grafton Senior Center. The Activities Coordinator plans, organizes and coordinates certain classes, activities, and special events for the Grafton Senior Center in conjunction with the Director, ensuring that they reflect the needs, diverse interests and abilities of the participants at the Senior Center.

Minimum qualifications include: Associates Degree in recreation or related field, or at least two years working with seniors or planning social and recreational programs. Must be crafty, imaginative, and possess a strong interest and a positive attitude toward working with elders. Good written and verbal communication skills, strong organizational and interpersonal skills, and basic computer skills are necessary. Ability needed to handle a variety of tasks in a fast paced environment. Must have a valid driver's license with good driving history and pass a CORI (criminal background check).

This is an "as needed" position with a maximum of 10 hours/week, no benefits. Starting salary is \$12.00/hr.

Letters of interest, resume, and application must be received in the Office of the Senior Center Director, 30 Providence Road, Grafton, MA 01519 at the close of business on May 15th, 2016.

The Town of Grafton is an AA/EEO employer.