

Application for the Job of Cummington Council On Aging Director

This is a 10 hours per week position.

Office hours are currently on Wednesday and Friday mornings. CORI required.

The Director shall possess the knowledge, ability, and skills to assess elder needs and available resources with which to meet those needs; be flexible and able to interact well with others; be able to respect and preserve confidentiality. Good written and oral communication skills, effective management, organizational and leadership skills; computer knowledge and the ability to use independent judgment are required.

Date: _____

Name: _____

Address: _____

Telephone #: _____

Email address: _____

Education: _____

Please explain your experience in working with elders:

References: 1. _____

2. _____

Mail to PO Box 95, Cummington MA 01026. Application must be postmarked no later than 7/28/17.

For office use only:

- Two years experience working with elders
- Familiarity with area programs and services available to seniors
- Background experience in social services, or equivalent
- Proven ability to foster a warm welcoming, friendly atmosphere