

## Cummington Council on Aging

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*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.*

### **Director Job Description - Town of Cummington Council on Aging**

#### **Section 1: The Director shall:**

- Be selected by the COA Board of Directors at a regular or special meeting. The Director will then be approved by the Board of Selectmen of the Town of Cummington
- Be responsible to fulfill the listed tasks as they may be required including processing CORI checks on new members
- Maintain confidentiality of elder information obtained due to the COA's involvement
- Work with members of the COA Board to identify and provide for the needs of individuals, ages 60 and older; help recruit, train, supervise, and encourage other volunteer staff
- Perform the duties below as the Director, should be knowledgeable in the use of a computer, writing grants for funding and be able to attend various meetings, related to the information and function of the COA in the Town of Cummington. Estimated ten hours of work per week. The hourly rate of pay for the Director will be established by vote of the Council's Board of Directors.

#### **Section 2:** The duties of the Director may include but are not limited to the following ;

- Maintain regular office hours at the Community House acting as contact person for the COA and elders in the community
- Assist elders in filing applications for assistance programs or information.
- Oversee all administrative function, the operations of the COA office and maintain and secure files on all activities in the COA office
- Handle Correspondence – check and respond to incoming mail and incoming phone calls
- Inform the Board of key correspondence, announcements, and any issues that are to be brought before the Board of Selectmen prior to such action being taken
- Prepare Board correspondence on relevant matters
- Attend monthly meetings of the COA Board
- Respond to requests made by the Board in a timely manner
- Oversee the representation of the COA at local and state meetings and report the content of the meetings to the Board

- Attend instructional meetings, training activities, workshops and conferences pertaining to the COA, at the Director's and/or Board's discretion
- Keep abreast of the latest developments regarding senior citizens and serve as an advocate for elderly at local, State and federal levels
- Prepare the Cummington portion of the regional COA newsletter
- Publicize COA events in the local newspapers
- Help publicize and promote services and programs available to elders through the local media and community organizations
- Help to conduct social, educational recreational and health programs for the elders of Cummington
- Prepare and present the annual budget, for Board's approval, to the Board of Selectmen
- Oversee the preparation of local, federal and State grant applications submitting them to the Board for approval
- Administer grants received with the Board's approval
- Make all reports required by the grants
- Make recommendations for the revision or expansion of service programs
- Prepare and submit the Annual Town Report, including, but not limited to, those required by the State Office of Elder Affairs and the Board of Selectmen
- Make available to the COA Board and Board of Selectmen records such as program attendance, outreach, and volunteer hours
- Cooperate with the H.E.N. Coordinator to recruit volunteers and refer elders to this program
- Work with the local SHINE and Alzheimer Coordinators
- Work as a liaison with the Town of Cummington officials and agencies
- Participate in a variety of local and regional efforts to expand and improve services to elders in the hilltowns
- Submit requests for payment of all bills related to the operation of the COA and related programs and services, in a timely manner consistent with the protocol guidelines established by the Board of Selectmen
- Serve as liaison to the community, other COAs, county and state elder service agencies including the Northern Hilltown Councils on Aging Consortium
- Remain informed of resources available to seniors and maintain contact with providers of those services