



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
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2024 JAN 17 A 9:20

Council on Aging Director

The Town of Groton is seeking qualified applicants for a full time Council on Aging (“COA”) Director.

The COA Director will work under the supervision of the Town Manager and the policy direction of the COA Board. The Director is responsible for preparing and administering the Departments annual operating budget as well as overseeing all operations and provisions of programs at the Town’s Senior Center Facility. The Director is accountable to the Executive Office of Elder Affairs and is also a mandated reporter for abuse and neglect. The Director also supervises employees and volunteers for the COA’s programs and activities.

This position requires a bachelor’s degree with a concentration in gerontology, social work or related education, training and experience. The candidate must obtain CPR/First Aid, AED, and CORI within six months of appointment if not already certified. The candidate must also have a working knowledge and general understanding of the aging process, elder abuse symptoms, and elder programs/services and have experience in advocating for the elderly. The position requires considerable initiative and independent judgment. Working knowledge of local government operations as well as local, state and federal agencies that provide financial, social and/or medical support services to the elderly preferred. Experience in grant writing and work experience in activity planning and coordination large and small group work with special needs populations, elder preferred. Applicants must have excellent customer service skills and sensitivity to the unique needs of the elderly. The salary range for the position is \$80,000-\$90,000.

To apply, please send a cover letter and resume to the Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email humanresources@grotonma.gov For questions please call 978-448-1145. Job description is available by request.

Deadline for applications: February 9, 2024

The Town of Groton is an Equal Opportunity Employer