

Town of Freedom Senior Resource Coordinator

Job Description

- Serve as primary point of contact for citizens with service needs and link them to the appropriate providers and community resources (e.g.; home services, transportation)
- Develop and maintain a resource directory of local service agencies, providers and voluntary organizations
- Disseminate resource information in print and other media. Manage information to post to a be-developed website.
- Educate the community (by speaker or self) on major issues they face (safe environment, patient advocacy, protecting assets etc.)
- Identify ways to reach out to folks who do not have access to online resources
- Communicate about services to combat isolation
- Coordinate with local officials (police, fire, welfare, health etc.) to provide outreach to citizens who might benefit from services.
- Coordinator will work with volunteers, but not directly supervise them.

Work Hours— up to 12 hours per week at \$15/hour

Coordinator would work in a town public building in a shared space— up to 3 days a week/4 hours a day.

Coordinator Skills:

- Organizational skills
- Computer skills; website maintenance
- Customer service focused
- Communication and writing skills
- Knowledge of elderly population issues a plus
- Delegation to/coordinating with volunteers
- Knowledge of and experience working with Carroll County resources desirable

Applications must be received no later than 6/6/19 by 3 PM

Town of Freedom
Attn: FCOA Selection Committee
PO Box 227