

Help Wanted
Casco Township
Senior Services Coordinator

Casco Township is seeking an individual interested in a part-time position to provide services to Casco Seniors.

Description: The Senior Services Coordinator administers the senior citizen program for Casco Township and is responsible for planning, organizing, coordinating and implementing a variety of services to enhance the quality of life and the well-being our senior citizens. This position is responsible for directing the day-to-day administration of various activities/programs designed to meet the needs our residents over 60, ranging from active seniors to frail elderly. This position coordinates the provision of services to the participants and promotes programs which address the recreational, social, emotional, and nutritional and health needs of the client population.

Duties include the following:

- Maintains direct contact with Local, County, State, and Nationwide agencies that provide information and services to the senior population, including connecting with Allegan County Senior Services as well as Allegan and Grand Rapids for Medicare and Medicaid Support to ensure we are utilizing the full range of services available to our seniors
- Leading exercise classes twice a week and developing and coordinating the offering of other programs that engage and appeal to our seniors
- Event planning and set-up for luncheons, informal classes and activities including crafts and games of interest to our seniors
- Conducting home visits and office visits with seniors and their families
- Encouraging volunteers within the community to engage with our seniors
- Coordinates and directs special events and fund-raising activities to attract seniors and stimulate interest
- Occasional transportation support.

Job Qualifications: College degree, CPR/AED certified, Computer experience, Desire to work with the older population, Ability to plan activities, Track record of delivering results, Good Interpersonal skills

Qualified Candidates please submit resume to Allan Overhiser, Casco Township, 7104-107th Ave., South Haven MI 49090 or to supervisor@cascotownship.org.