

L.B.J.& C. Development Corporation

A Limited Purpose Agency Serving Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Warren, and White Counties

1150 Chocolate Drive • Cookeville, Tennessee 38501-2206
Head Start Telephone: (931) 528-3361 • Head Start FAX: (931) 528-2409 • www.lbjc.org
ACS Telephone/FAX: (931) 528-6488

Outside Job Advertisement

October 4, 2023

Don Alexander, Board of Directors Chairperson, is advertising to fill a position vacancy.

Position: Director (Foster Grandparent/Retired Service Volunteer Program)

Location: AmeriCorp Seniors, Cookeville, TN

Fringe Benefits: Health, Dental, Vision, and Life Insurance, Retirement Program, Paid Holidays, Sick and Annual Leave.

Salary: \$16.08 per hour, 8 hours per day, 40 hours per week

Job Qualifications:

- ❖ Prefer Bachelor's Degree in business, management or related field
- ❖ Training and/or experience in work with over 55 population and/or volunteers is essential
- ❖ Flexibility and management skills
- ❖ Four years' experience working in administrative position with volunteers, community & government agencies.
- ❖ Leadership, training, interpersonal & communication skills
- ❖ Computer skills for record keeping and management
- ❖ Must be 18 years of age, have a High School Diploma and maintain a valid driver's license.
- ❖ Must be able to pass a Pre-Employment Physical Examination, Drug Screening, and Background Check.
- ❖ Resume required.

All applications must be on the Corporation's current employment form. The applicant must also submit three references.

For information, contact Gale Stone at (931) 528-3361, ext. 228. Application forms are available at the L.B.J.& C. Central Office, FGP/RSVP office, Indeed.com or www.lbjc.org.

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AN EQUAL OPPORTUNITY AGENCY

L.B.J.& C. Development Corporation is an Equal Opportunity Agency. The agency does not discriminate on any non-merit reasons such as race, color, religion, sex, national origin, age, marital status, political affiliation, sexual preference, or qualified individuals with mental and physical handicaps. The 504/ADA/Title VI Contact Person: Angela West (931) 528-3361