

## **Wellness Program Coordinator – part time**

The Town of Hull, an active seaside community on the South Shore, with a growing older adult population is seeking a part-time Wellness Program Coordinator in their Council on Aging Department. This is a one year grant funded position. Join a strong team of professionals in a great community at a growing senior center. Working under the direction of the Director, the primary responsibilities include planning and implementing the Lunch Café, coordinating volunteers for the Lunch Café, assisting Activities Coordinator with programs and events, assisting the Director with grant opportunities.

- Plan and implement Lunch Café to promote education, socialization, and wellness for our community's older adults. Coordinate volunteer team for lunch café. Menu postings.
- Assist Activities Coordinator and Director with programs and activities including but not limited to tables and chairs set-up and breakdown, and cleaning up after events and lunch program.
- Assist with identifying grant opportunities.

### **Training, Skills, Knowledge and or experience:**

- Excellent organizational, verbal, interpersonal, customer service and communication skills.
- Experience working with an elder population is strongly preferred.
- Serves as a lead customer service contact for guests at the café, including answering questions, welcoming, and collecting payment.
- Working knowledge of MS Word, Excel required. Outlook, PowerPoint, Social Media preferred.
- Ability to learn department's client database system, track client information..
- Ability to work independently with minimal supervision. Self-initiative a plus.
- Ability to respond with patience and flexibility in a dynamic, changing environment under tight time frames, and in a shared space.
- Ability to plan and prepare food/menu items, collaborate with volunteers in kitchen.
- Reviews inventory and orders supplies needed.
- Shopping for food and supplies.
- Responsible for ensuring the kitchen is clean, neat and maintained according to Board of Health standards.
- Other duties as assigned.

### **Required Education, Certifications and Experience:**

- Bachelor's Degree and/or 5+ years' experience in an office setting, food service and direct contact with the public.
- Serv Safe and Allergen training certifications,
- Valid and clear Massachusetts operator's license.
- Satisfactory CORI check
- CPR, First Aid and AED certifications will be required within the first 90 days of hire.

**Physical and Mental Requirements:**

Ability to relate and work well with seniors, staff, volunteers, and the public at large. Flexibility to work under changing situations and occasional emergency conditions. Willingness to work irregular hours on occasions. Must always observe the highest level of confidentiality.

**This is a twelve (12-15) hour position. Hours are typically Tuesday -Thursday 10AM-2PM. This position is a non-benefited position. It is a one year grant funded position.**

If you are interested in applying for this position, please send your resume and cover letter to [lthornton@town.hull.ma.us](mailto:lthornton@town.hull.ma.us) with the subject line: "Hull COA Wellness Program Coordinator"

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

The Town of Hull is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.