



Town of Belmont Employment Opportunity

A unique opportunity for a Part Time Position

VOLUNTEER COORDINATOR

Council On Aging

Pay Range: \$28,995.71 - \$41,379.14
25 Hours Per Week

Applicants must submit the **required** Town of Belmont application, resume and cover letter to the Town's Human Resources Department by June 26, 2022.

The successful candidate will be expected to develop and maintain effective and constructive working relationships with the elderly, town residents and volunteers, with respect to confidentiality.

- Will handle the recruitment, screening, hiring, placement and training for all Volunteers
- Supervises the Volunteer Tax Credit Program
- Maintains active Job Bank for Seniors
- Coordinates the annual Volunteer Luncheon
- Supports the COA center volunteers during programs

High School Diploma required, Bachelor's degree preferred. Experience working with the elderly is desirable. Microsoft office proficiency required.

This position is eligible for the Town's complete benefit package. The 25 hours are working Monday to Friday.

Resumes with the **required** Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of June 26, 2022

EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov