

POSITION OPENING

TRANSPORTATION COORDINATOR/RECEPTIONIST NORTHBRIDGE SENIOR CENTER

The Town of Northbridge seeks candidates for a part-time [22 hrs. per week] Transportation Coordinator/Receptionist for the Northbridge Senior Center. The purpose of this position is to greet visitors to the Senior Center in person or by phone and to coordinate the transportation needs of Senior Center clients. This position also assists the Senior Center Director by providing information and assistance with activities; assisting with special projects/events; labeling/mailing of newsletter; nutrition program reservations/cancellations; senior center activities reservations/cancellations; and arrangements for in-town and out-of-town medical transportation requests.

Requirements: High School graduate or equivalent; CORI check; and CPR certification. Salary range is \$13.03 to \$15.82. Interested applicants should submit a resume, cover letter and completed Town of Northbridge employment application to: Ms. Kelly Bol, Senior Center Director, 20 Highland Street, Whitinsville, MA 01588.

To request an application and a copy of the job description, please call 508-234-2002, or go to <https://www.northbridgemass.org/home/pages/employment-volunteer-opportunities>. Deadline for applications is **Friday, March 27, 2020 at 12:00 PM.**

The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.