



**OUTREACH AND TRANSPORTATION MANAGER
HOLLISTON SENIOR CENTER**

TOWN OF HOLLISTON

The Town of Holliston is seeking a full time Outreach and Transportation Manager for the Holliston Senior Center. The Outreach and Transportation Manager is responsible to the Senior Center Director for all aspects of the outreach program for Holliston seniors, management of the local transportation program (including supervision of part time drivers and vehicle coordination), and along with other staff and volunteers assists with maintaining the good order and operation of the Senior Center. Outreach responsibilities include providing information and assistance as appropriate to seniors and those responsible for seniors in identifying resources, service organizations, and other sources of support, and managing the Holliston fuel assistance and SHINE programs. Minimum requirements include a high school diploma (college degree highly desirable) and at least 3 years experience working with senior outreach issues in human services or related field, and demonstrated ability to research and learn relevant outreach resources and issues, foster a warm, friendly, supportive atmosphere for seniors, and an ability to work independently. This is a full time (37.5 hours per week) hourly paid position classified as grade 400, step 1 with an hourly rate of \$22.52. Direct resumes and inquiries to Linda Marshall, Director, Holliston Senior Center, 150 Goulding St., Holliston, MA 01746 or email to: marshall@holliston.k12.ma.us on or before April 28, 2017. EO/AA employer. More information available at www.townofholliston.us.