

TOWN OF SOUTHBOROUGH



OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

Volunteer Coordinator [Part Time]

The Town seeks qualified applications for this part-time position which shall report to the Director of the Senior Center and is grant funded for 15 hours per week for one year. Successful candidates must plan, organize and supervise year round programs for senior citizens specific to intergenerational programming and/or volunteers. Primary responsibilities shall include: recruit, train and oversee volunteers, work with local schools, recreation and youth services as well as other community organizations to build base of support. A candidate must demonstrate superior customer service, be willing to work flexible hours to accommodate events and be comfortable with extended contact with the public and town officials. Limited physical effort is expected for set up and facilitation of programs. Requirements: prior experience and knowledge of community relations, social media outreach, comfort with public speaking and comprehension of program development, event planning, and /or working with senior citizens. Rate: \$32.10 per hour. This position does not include eligibility for paid leave or health insurance. Send resume and cover letter to Vanessa Hale, Town of Southborough, 17 Common St. Southborough Ma. 01772 or to personnel@southboroughma.com by Monday September 16, 2024.

The Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender, sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state, or local law.