

## TOWN OF TISBURY COUNCIL ON AGING



**POSITION** The Town of Tisbury seeks a Council on Aging Director who will be responsible for administrative, and social service work in developing, implementing and running programs for the Council on Aging. For the full job description please visit the town website: [www.tisbury.ma.gov](http://www.tisbury.ma.gov) All Departments and Employment opportunities.

**SALARY AND BENEFITS** The Town offers an extremely competitive benefit package including retirement. This position is Management and Professional Grade M2 step 1 \$85,712.40 or commensurate with experience.

**ESSENTIAL FUNCTIONS** include but are not limited to:  
Supervise employees and volunteers. Oversees and coordinates daily operations and building Steward.  
Prepares annual budget and manages departmental finances.  
Seeks grant opportunities. Provides outreach services and information on available services and programs to elders and family members. Maintains operational procedures and provides training for employees and volunteers. Coordinates With Elder Services for services provided. Outreach including maintaining and updating webpage and social media.



### IDEAL CANDIDATE

The ideal candidate will have the following competencies:

Strong administrative, clerical and computer skills

Excellent communication skills both verbal and written.

Bachelor's degree in social work or gerontology or related field and one to three years of experience working with elder population or related field or any equivalent combination of education and experience.

Special requirements: Valid Massachusetts driver's license, Must be able to obtain Serve safe certification, S.H.I.N.E certification, CPR and first aid certification within one year of employment.

### APPLICATION PROCESS

Please submit cover letter, Resume and application to PO Box 1239, Vineyard Haven, MA 02568, deliver to 115 High Point lane, Tisbury, MA. Or email [pbennett@tisburyma.gov](mailto:pbennett@tisburyma.gov) Applications must be received by June 16, 2023. For a full job description please visit [www.tisburyma.gov](http://www.tisburyma.gov) under all departments, Human Resources and Employment opportunities.