



TOWN OF TYNGSBOROUGH

Personnel Department
Town Offices
25 Bryants Lane
Tyngsborough, MA 01879
Tel: (978) 649-2300 | Fax: (978) 649-2320

Town of Tyngsborough – Program Coordinator – Council on Aging

The Program Coordinator is responsible for assisting in the development, implementation and coordination of diversified programs, activities, and special events for senior citizens. They will assist the Director with publicity and marketing of senior center programs: prepare newsletters articles, flyers, and posters of program offerings and special events. They will assist in developing a monthly calendar of diverse recreational, social, cultural, educational, and other program activities. The Program Coordinator works under the supervision and direction of the Council on Aging Director or Town Administrator as directed. This is a part-time position without benefits. Hours will vary during the week but will fall within the COA's operating hours. The pay rate for the Program Coordinator is \$14.21 per hour.

DESIRED MINIMUM QUALIFICATIONS:

- Associates Degree in Human Services, Gerontology or certification as an activity professional;
- Experience in the administration of programs and activities for elderly or disabled people; or
- Any equivalent combination of education and experience.

Full job-description is available at <http://www.tyngsboroughma.gov/our-town/jobs/> . Those interested should forward their resume to hr@tyngsboroughma.gov or contact (978) 649-2300 x149 with additional questions.

The Town of Tyngsborough does not discriminate against employees, residents, applicants or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age.

