

HOT JOBS

Retired Senior Volunteer Program Coordinator *Sullivan County Office for the Aging* Monticello, NY

Overview: The Sullivan County Office for the Aging is seeking to fill the following position:

RETIRED SENIOR VOLUNTEER PROGRAM COORDINATOR

This position involves the responsibility for managing and coordinating the operation of the Retired Senior Volunteer Program (RSVP) for the aging in conjunction with the Office for the Aging and the RSVP Advisory Council. Work is performed under the general supervision of the Director of the Office for the Aging.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and one (1) year of experience in the coordination of administrative functions; or

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years' experience in the coordination of administrative functions; or

(C) Graduation from High School or possession of an equivalency diploma five (5) years' experience in the coordination of administrative functions.

SPECIAL REQUIREMENT FOR APPOINTMENT: Accessibility to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

SALARY: Entry: \$49,165.00; Full: \$51,753.00

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer M/F/D/