



TOWN OF DOUGLAS

Senior Center

331 Main Street P.O. Box 1295
Douglas, MA 01516
508-476-2283
Fax: 508-476-1681
TTY 508-476-1619

Job Posting Town of Douglas Senior Center Clerk

POSITION: Per-Diem Clerk

HOURS: 2-20 hours per month

PAY RATE: Grade 1- Step 1- \$14.06/hr

The Douglas Senior Center is seeking applicants for a position at the Senior Center. This is a per-diem position that is not entitled to benefits. Must be flexible and available on short notice. Duties include but are not limited to data entry, answering phones, making phone calls, setting up and serving lunch. Must be enthusiastic and possess excellent customer service skills. Applications will be accepted until November 1, 2017 and can be obtained on the Town of Douglas Website under Administration or at the Town Administrator's office. Must be able to pass a CORI check. For more information, contact Patrice Rousseau at (508)476-2283. The Town of Douglas is an equal opportunity provider and employer.

Please submit application, cover letter, resume and three professional references to: Patrice Rousseau, Director/Outreach Case Manager, Douglas Senior Center, P.O. Box 1295 Douglas, MA 01516, or Prousseau@douglasma.org.

Application Deadline: November 1, 2017

Date Posted: October 12, 2017

