

### **Activities & Nutrition Coordinator for Granby COA**

Highly motivated individual who can be responsible for planning, coordinating, and providing activities, entertainment, and informational programs for elders and their families at the Senior Center in the Town of Granby.

Ability to interact in a positive and effective manner with people at all levels of society, particularly the elderly.

The employee may be required to work beyond normal business hours to attend department sponsored activities or events.

Applicants must have computer literacy skills, also excellent organizational skills, verbal and written communication skills. Applicants must be able to effectively multitask.

Job descriptions and applications are available at the Town of Granby Selectboard Office 10-B W State St Granby MA 01033 or by calling 413-467-7177. Applications will be accepted until the position is filled. Salary depends on qualifications and experience. Please submit cover letter and resume to: Town of Granby Board of Assessors C/O Board of Selectmen 10-B West State St., MA 01033.