



Linking Seniors & Services since 1974

Home Delivered Meals Coordinator

Peninsula Agency on Aging (PAA) is currently seeking applicants for the position of Home Delivered Meals Coordinator to coordinate the delivery of meals to seniors through the use of volunteers.

Successful candidates will possess a general knowledge of meal service in a safe and sanitary manner; some knowledge of nutritional needs of older persons; ability to follow oral and written instructions; ability to use computers; proficient in Microsoft Word and Excel; skill in coordinating groups of volunteers to achieve departmental goals; ability to relate well with senior citizens and the general public.

Individuals age 60+ and persons with disabilities encouraged to apply.

Required Education: Any combination of education and experience equivalent to completion of high school.

Other Requirements: Valid Virginia Driver's License and reliable transportation.

Drug free workplace, Senior Friendly Workplace, AA/EOE

Hourly Rate: \$7.50 - \$8.68

Please apply online at <http://www.paainc.org> - select "About Us" then "Employment Opportunities." Please submit resumes to cfo@paainc.org and complete the online application.