

# IONIA COUNTY COMMISSION ON AGING

## Two Part-time Positions

Title: **Site Host /Hostess Coordinator**

Starting Pay: Grade 4 - \$11.16/hour

Locations: Ionia County COA Senior Center and new Portland Meal Site

Minimum Qualifications: High school diploma or GED. A valid Michigan driver's license or Michigan ID required.

General Summary:

Must have the demonstrated ability by previous experience to work effectively in a senior center environment and communicate effectively with personnel, and clients.

Site Hosts/Hostesses ensure safe service of meals, recruit and train volunteers and complete essential record keeping among other tasks.

Must be creative and enjoy people.

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume to:

Ionia County Administrative Building  
Human Resources  
100 West Main Street  
Ionia, MI 48846

Applications available online at [ioniacounty.org](http://ioniacounty.org) or can be picked up at the Ionia County Commission on Aging Office at 115 Hudson Street in Ionia.

Applications will be accepted until positions are filled.

Ionia County is an equal opportunity employer.