

**COUNTY OF IONIA
POSITION OPENING
Commission on Aging**

“Pending Board Approval”

Title: Site Host or Hostess, Clarksville Location

Starting Pay: Grade 4 Step 1 \$11.27/hour
One Part-Time Position Opening

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

General Summary: Site Hosts or Hostesses coordinate meal service and activities for our Congregate Meal Program.

Core responsibilities of position include: safe meal service, recruiting and training volunteers, referrals to other staff, site activities, participant registration/wellness checks/calls and record keeping, among other tasks.

This is a fun, social position with a lot of client contact, that encourages a welcome environment at the site. Must enjoy people and have the ability to communicate effectively with both clients and other staff. Previous experience, education or training for working in a senior center or other social environment is required. Flexibility to travel to other meal sites, and/or to assist in kitchen or with meal delivery, when needed, is ideal.

A completed [Ionia County Application for Employment](#) is required.

Please submit it (a cover letter and resume are helpful but not required for this position) to:

Ionia County Administrative Building
Human Resources
101 W. Main Street
Ionia, MI 48846

You may also contact the Commission on Aging to have an application mailed to you, (616) 527-5365.

Applications will be accepted until position is filled.

Ionia County is an equal opportunity employer.