

IONIA COUNTY COMMISSION ON AGING

Part-time Position

Title: **Site Host / Hostess Coordinator**

Starting Pay: Grade 4 - \$11.16/hour

Location: Ionia County COA Clarksville 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 Host/Hostess 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 or can be picked up at the Ionia County Commission on Aging Office at 115 Hudson Street in Ionia.

Applications will be accepted until position is filled.
Ionia County is an equal opportunity employer.