



**TOWN OF HANOVER**  
665 CENTER STREET  
HANOVER, MASSACHUSETTS 02339  
781-924-7921                      781-924-1913

*Council on Aging*

**TO:** Town's Website, Town Clerk, School Department, Library, Police and Fire Departments, and Department of Public Works

**FROM:** Robyn Mitton  
Elderly Services Director

**DATE:** July 7, 2015

**NOTICE OF OPENING - PART-TIME  
CLIENT SERVICES ASSISTANT/  
VOLUNTEER COORDINATOR**

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The Hanover Council on Aging is seeking a Client Services Assistant/Volunteer Coordinator to perform a wide range of duties. Responsibilities include but are not limited to: data entry/strong computer skills are required, screening calls, scheduling/managing activities, coordinating meetings and events, customer service, recording and receiving money, monitoring of activity rooms for clients, assist in developing job descriptions, volunteer orientation and placement, tracking volunteers hours, assist the Meals on Wheels Nutrition Manager, organize drivers, kitchen assistants and the delivery of meals, assist the Transportation Coordinator and Director as needed.

Must be extremely organized and be flexible to adjust the work schedule in accordance with the needs of the department.

Applications may be obtained at the office of the Council on Aging, 665 Center Street, Monday through Friday, 8:00 a.m. – 3:00 p.m.

This position is under the Personnel Bylaw 20A – 20B Class C with the pay rate of \$16.00 per hour. The position will remain open until filled. (Posted 07-07-15)

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**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**

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