



**Posting for Part-Time Receptionist  
Starts at \$9.68 per hour**

**Opens: Tuesday, August 1, 2017  
Closes: Accepting Applications Until Filled**

Crawford County Commission on Aging is a local governmental entity charged with serving older adults living in Crawford County.

The position of **Receptionist** is a part-time (25hrs/week), union position which directs and coordinates customer service activities including phones, reception and meal/activity registration. Clerical tasks include data entry, receipting of monies, and mailings. High School Diploma or its equivalent is required. Preferred candidate will have two years' experience working with older adults in a social service setting. Position benefits will include vacation time and sick leave after successfully completing a 6 month probationary period. Employees are eligible for 10 paid holidays. Schedule will be Monday – Wednesday 1-6pm, Thursday 1-7pm and Friday 1-5pm. The job description for the position is attached along with an application. A criminal background review and drug test is required for the successful candidate.

**A resume and cover letter are required along with the completed application form.** Application packets can be picked up during normal business hours or found on the website at [www.crawfordcoa.org/about-us/employment](http://www.crawfordcoa.org/about-us/employment).

Mail or Deliver to: Commission on Aging  
Attn: Alice Snyder, Director  
308 Lawndale  
Grayling, MI 49738

To advocate and promote the well-being and independence of  
all older adults of Crawford County.

**Equal Opportunity Employer**