



**Posting for Part-Time Receptionist
Starts at \$10.36 per hour**

**Opens: Wednesday, September 9, 2020
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 (20-25 hrs/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 11 paid holidays. Hours will be scheduled Monday through Friday between 8:30am and 4:30pm.

A flexible schedule is required. A criminal background review and drug test is required for the successful candidate.

A resume is 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.

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

To be considered a candidate for the position, you must submit the resume and completed application forms. No phone calls, please.

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

Equal Opportunity Employer