

**TOWN OF RICHMOND  
SENIOR SERVICES DIRECTOR**

**IMMEDIATE OPENING**

**Senior Services:**

The Senior Services Director will provide overall supervision of the Town of Richmond's sponsored senior center programs; applicant shall have strong interpersonal skills and knowledge of issues impacting the needs of senior citizens, handicapped, and community center participants. Applicant plans and implements programming for those needs by providing classes, programs, and services to support the health and well-being of older citizens, including, social, educational, cultural, and recreational activities. Applicant will coordinate community outreach targeted to solicit input regarding community center policies and programming.

Collaborates with other town, county, State and Federal Agency officials to promote the center and its programs; develop, implement, and supervise special projects as assigned. Maintains public relations through community, public appearances, and interaction with other government service agencies and non-governmental organizations. Keeps abreast of emerging knowledge in senior and specialized recreation and disseminates information to staff, attends bi-weekly department head meetings; develops and maintains the operational budget for the program.

This is a part-time 6-hours per day, 24-hours per week position that reports directly to the Town Manager. Please submit resume, application, and at least two letters of reference to the: Town of Richmond, Town Manager, 26 Gardiner Street, Richmond, ME 04357 or [townmanager@richmondmaine.com](mailto:townmanager@richmondmaine.com). The position is open until filled, with interviews being conducted as applications are received.

The Town of Richmond is an equal opportunity employer.