

**Council on Aging Director**

Job Definition: Provide Professional, Supervisory, Administrative, and social service work in developing and implementing programs to serve the community elder citizens (55 years and older)

Responsibilities: Conducts social, educational, recreational and health programs for seniors following the policies of the Council on Aging, Confers with State and Local officials and professional and community organizations to develop better ways to meet the needs of senior citizens.

Provides a variety of information services in person and by telephone, and assists seniors in filling out applications for assistance programs and information. Prepares and administers the department budget.

Qualifications: Ability to develop effective and constructive working relationship with elder citizens, service providers, human service agencies and the general public. Must have compassion for the elderly and enjoy people.

The Town of Peru is an Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the Town of Peru will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

Filled July 7, 2025