

Site Coordinator – Pro Action’s Senior Nutrition Program is seeking applicants for the part-time position of **Site Coordinator** at our Senior Dinner Club in Hornell.

The **Site Coordinator** will work 20 hours per week (Monday through Friday, 9:30 a.m. to 1:30 p.m.), making this a great opportunity for someone who is retired and looking for some extra income on a part-time basis.

The Site Coordinator must be *friendly, outgoing and creative, with a genuine enjoyment of working with the elderly*. Cooking/kitchen skills are required as are good computer skills and the ability to lift up to 50 pounds. Must be comfortable working on your own as well as supervising others.

A driver’s license meeting agency standards is required for this position, along with the ability and willingness to work in Hornell on a daily basis.

Please submit a letter of interest, resume and completed [employment application](#) by 8/24/2018 to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.