



POSITION DESCRIPTION

Greater Derry Citizen Corps Council Coordinator

Reporting to: Greater Derry CCC Advisory Board
Responsible to the Town of Derry, NH as Fiscal Agent

General Description:

The Greater Derry CCC Coordinator will work an average of 10 hours per month in support of the GDCCC activities. This is a highly autonomous, administrative position, and the Coordinator will be expected to work primarily from home. The Town of Derry will provide support services to the Coordinator, including fiscal oversight and the ability to access Town copiers, fax machines and phones. The Town of Derry, Bureau of Public Health will provide guidance and support to the Coordinator as needed. The Coordinator will receive an annual stipend of \$3,000.00.

Duties and Responsibilities:

The Coordinator will be required to facilitate the SENH CCC Advisory Board meetings, create agendas, and compile meeting notes. The Coordinator will need to attend meetings both during normal business hours as well as during off hours. The purpose of this new position is to bring all of the regional municipalities and volunteer organizations together to collaborate and support one another as they work to ensure effective volunteer management including: recruitment, training, deployment and retention. The Coordinator will be expected to attend local, regional and State meetings and trainings which involve components of volunteer management.

Professional Attributes:

The SENH CCC Regional Coordinator needs to be accurate, thorough and articulate. He or she shall demonstrate a strong proficiency in computer literacy, proven leadership skills, effective oral and written communications, and a history of positive interpersonal communication skills with peers and the public. The Coordinator should have either served as a volunteer or coordinator with one of the CCC charter or affiliate programs. The Coordinator shall possess strong public speaking and meeting facilitation skills.

Requirements:

1. Valid NH Driver's License;
2. Current residency in one of the SENH CCC Region towns (Atkinson, Danville, Derry, Hampstead, Londonderry, Plaistow, Salem, Sandown and Windham).

To Apply:

Submit a completed Town of Derry application, cover letter and current resume to:
Town of Derry
Human Resources Department
14 Manning Street
Derry, NH 03038

Applications may be downloaded from the web at www.derry-nh.org, picked up from the Human Resources Department, or requested by phone at 432-6100 Ext. 5405. EOE

Greater Derry Citizen Corps Council

A cooperative project of the Towns of Atkinson, Danville, Derry, Hampstead, Londonderry, Plaistow, Salem, Sandown and Windham.