

*Town of Atkinson*  
**Wanted: Schedule Coordinator**

The Town of Atkinson Elder Services Department is seeking a reliable individual for the position of part-time Schedule Coordinator for its transportation program.

Prospective candidates must have basic office skills and working knowledge of Microsoft Office including Outlook, Word and Excel. Excellent phone skills and time management skills are required. This part-time position is an integral component of the Elder Services Programs and requires a commitment of 20 hours per week (5 days M-F 8:30 am to 12:30 pm).

Experience working with seniors and healthcare professionals is helpful, but the appropriate training and guidance will be provided to a compassionate individual willing to learn and assist Town of Atkinson residents.

Applications are available on line at [www.town-atkinsonnh.com](http://www.town-atkinsonnh.com) under “Careers/Volunteers”, or in the foyer of the Atkinson Town Hall. Please return applications, clearly labeled “Elder Services”, to:

Town of Atkinson  
21 Academy Avenue  
Atkinson, NH 03811.

For additional information, please contact Jean LoPizzo, Director, at (603) 362-9582 or [jlopizzo@atkinson-nh.gov](mailto:jlopizzo@atkinson-nh.gov).