

**Blue Ridge Opportunity Commission  
710 Veterans Drive  
North Wilkesboro, NC 28659**

The following position is available:

**Senior Nutrition Services Director**

The position of Senior Nutrition Services Director has the responsibility of managing the Senior Nutrition Services Program for the BROC Agency. The position is in charge of implementing, administering, and coordinating Senior Nutrition Services programs to support healthy and active living for older adults through nutrition, education, resources, and advocacy.

This position is responsible for the overall management of the BROC Senior Nutrition Services Program and for the supervision of its staff and management of its resources within the approved budget of the Home and Community Care Block Grant (HCCBG), and in accordance with the NC Department of Health and Human Services Nutrition Service Standards, the High Country Area of Agency on Aging Policies and Procedures, and Senior Nutrition Services Policies and Procedures.

- Bachelor's Degree preferred, but will accept AA Degree in Gerontology, Human Services, Nutrition or related field and/or equivalent years of additional experience working with older adults
- Two years of supervisory experience
- Excellent data entry skills (speed and accuracy)
- Proven skills utilizing Microsoft Office Suite
- Excellent organizational skills
- Proven strong communication skills; oral and written are clear concise, and in an organized fashion using appropriate style, grammar, and tone
- Ability to develop a professional working relationship with local agencies, businesses, and vendors in order to support the needs of the program and its clients
- Ability to develop professional, cooperative working relationships with participants, participant's family, other employees, and volunteers and exhibit a positive and caring attitude
- Must comply with state and local guidelines and regulations
- Must participate in education experiences as they apply to position
- Must be willing to attend trainings, classes, and workshops to upgrade skills and self
- Must comply with "Drug Free Workplace" policy and submit to random drug testing
- Must have and maintain a vehicle, valid driver's license and comply with N.C. insurance requirements

Position advertised is full-time, 40 hours per week, 12 months; starting salary based on experience and education. The Senior Nutrition Services Director is directly responsible to the BROC Agency Executive Director.

BROC is an Equal Employment Opportunity Employer.

Send completed applications to:  
Blue Ridge Opportunity Commission, Inc.  
710 Veterans Drive  
North Wilkesboro, NC 28659  
or email to  
[brocds@brocinc.com](mailto:brocds@brocinc.com)