



JOB VACANCIES

September 17, 2026

Administration:

Director of Finance. Full-Time. Exempt position. Responsible for the agency's business operations, including finance, data collection and analysis, contract management, purchasing, payroll, and information technology. Proven ability to work with complex financial systems and understand diverse and complex funding streams; knowledge of aging services and organizational management; Bachelor's degree in a business-related field, emphasis on finance preferred; 3+ years' experience in operations/financial management, preferably in the non-profit sector. Contact: hr@gcsccl.org

Aging and Disability Resource Center (ADRC)

ADRC Coordinator. Part-Time, 25 hours. Non-Exempt. Under the direction of the ADRC Director, the Coordinator provides administrative support for all aspects of ADRC. This includes returning phone calls to clients, screening clients for program eligibility, monitoring emails, checking case statuses, mailing documents, and performing data entry. This position is grant funded through July 31, 2028. Contact: hr@gcsccl.org

Horse Meadow Senior Center:

Kitchen Assistant. Part-Time, 28 hours. Non-Exempt. Assist in washing dishes and preparing/serving meals for home-delivered and congregate setting. Training provided. Must be able to lift 40+ pounds. Kitchen preparation and cooking experience preferred. HS diploma or the equivalent. Contact: hr@gcsccl.org

Driver. Part-Time (36 hours) and Per-Diem. Non-Exempt position. Driver needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsccl.org

Lin-Wood Area Senior Services:

Home-Delivered Meals Coordinator. Part-Time. 25 hours. Non-Exempt position.

Responsible for the day-to-day processes and paperwork of the home-delivered meals program. Daily communication with program recipients. Confidentiality critical. HS diploma or equivalent with experience working with older adult population a plus. Computer experience required. Contact: hr@gcsc.org

Driver, Per-Diem. Non-Exempt position. Driver needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

Littleton Area Senior Center:

Director. Full Time. 40 hours. Exempt. Seeking an enthusiastic and experienced manager to lead day-to-day operations of this vibrant senior center. Responsibilities include program management, overseeing a team of employees and volunteers, implementing policies and procedures, collaborating with partner agencies, and ensuring financial accountability, including managing a budget. Please submit cover letter and resume to: hr@gcsc.org

Driver. Per-Diem. Non-Exempt position. Driver needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

Mascoma Area Senior Center:

Driver. Part-time. 7 hours per week and Per-Diem. Mondays. Non-Exempt position.

Driver needed for transportation of individuals to medical appointment, shopping and errands. Food pick-up and delivery. Experience driving a bus, or commercial driving experience helpful, but not required. Flexibility needed to cover in driver absence. Valid driver license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

Newfound Area Senior Services:

Driver, Per Diems. Non-Exempt position.

Driver (s) needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not

required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

Plymouth Regional Senior Center:

Activities Coordinator. Part-Time (28 hours). Non-Exempt position. Coordinate activities, including entertainment, social, recreational, and informational programming. Individual must have good judgment and communication skills. Experience working with an older adult population or experience working in the social services field a plus, along with experience working with activities and groups. Computer literacy is required. Training provided. Contact: hr@gcsc.org

Driver, Per Diem. Driver needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

Upper Valley Senior Center:

Kitchen Coordinator. Part-Time. 35 hours. Non-Exempt position. Orders, receives, reheats, and serves meals from the Central Kitchen. Maintains the kitchen in accordance with health and sanitation codes. Directs kitchen employees and volunteers. Contact: hr@gcsc.org

Activities Coordinator. Part-Time (28 hours). Non-Exempt position. Coordinate activities, including entertainment, social, recreational, and informational programming. Individual must have good judgment and communication skills. Experience working with an older adult population or experience working in the social services field a plus, along with experience working with activities and groups. Computer literacy is required. Training provided. Contact: hr@gcsc.org

Kitchen Assistant. Part-Time, 20 hours. Non-Exempt position. Assist in washing dishes, and preparing/serving meals for home-delivered and congregate setting. Training provided. Must be able to lift 40+ pounds. Kitchen preparation and cooking experience preferred. HS diploma or the equivalent. Contact: hr@gcsc.org

Driver. Full-time (40 hours), Part-time (16 hours and 24 hours), and per diem positions available. Non-Exempt. Driver needed for transporting passengers to medical appointments, shopping and errands. Experience driving a bus, or commercial driving experience helpful, but not required. Valid driver's license, NH DOT physical. Training is provided. HS diploma or the equivalent. Contact: hr@gcsc.org

10 Campbell Street, Lebanon, NH 03766
603-448-4897 www.gcsc.org
An Equal Opportunity Employer