



Gift Wrap Booth Supervisor (short term position)

The Burnaby Neighbourhood House is a volunteer-driven community based social service agency that provides programs and services in response to identified community needs. We are currently seeking a highly organized and experienced individual to oversee the training and scheduling of volunteers for a holiday gift wrap booth at Metropolis at Metrotown. This position that works directly with the BNH Volunteer Team.

Expectations:

In consultation with the Burnaby Neighbourhood House Volunteer Team, the Supervisor will

1. Assist with the intake process for volunteers, including applications, criminal record checks and references.
2. Implement training for Booth Supervisors and Gift Wrappers.
3. Update booth procedures.
4. Schedule volunteers for shifts for all hours of booth operation.
5. Troubleshoot arising issues.
6. Financial accountability of donations.
7. Self-starting and able to work independently

Qualifications:

1. Exemplary organizational skills
2. Great communication skills
3. Experience working with volunteers
4. Ability to work in a busy environment; works well under pressure
5. Ability to problem solve any issues that arise
6. Ability to work flexible hours (including evenings and weekends)

Start date: November 28, 2022

End date: December 24th, 2022

Hours/Rate of pay: 25-28 hours/\$22.66 per hour (+4% vacation pay)

Please reply with resume and cover letter to: janiceh@burnabynh.ca