

June 2022



## **JOB POSTING**

### **Seniors Activity Supervisor**

The Supervisor will assist the Coordinator to utilize a community development approach, working with a team of volunteers, to deliver programs within a number of subsidized seniors housing complexes.

#### **General Duties and Responsibilities:**

- Using an inclusive community development approach, to work with the coordinator to develop and promote programs within seniors' subsidized housing complexes that welcome seniors of diverse backgrounds and abilities
- To work with residents to increase their engagement in programs and increase access to needed services
- To recruit volunteers who will support other residents by leading programs such as coffee times, games nights, dance and other exercise sessions, etc
- To work with the BNH team to bring in other supports and services as needed, such as settlement, meal and shopping programs, digital literacy support, nutrition workshops, etc.
- To assess seniors' needs and provide referrals to appropriate community services and supports
- Works with the Coordinator to identify gaps in services and recruit volunteers to address the needs.
- To attend meetings that relate to seniors issues as necessary.
- To work as part of the BNH staff team and perform related and other duties as assigned

#### **Qualifications:**

1. Knowledge and experience with utilizing a Community Development Approach while working with seniors
2. Passion for supporting seniors to overcome social isolation and encourage the building of their strengths and active participation in the community
3. Degree or diploma in a seniors' related field or equivalent training and/or experience working with seniors in a community-based setting
4. Strong skills and experience working with seniors and volunteers
5. Ability to work independently and as part of a team
6. Excellent communication, writing, planning and problem solving skills.
7. Proven ability to work effectively with diverse populations and with a broad range of community and public partners
8. Willingness to be flexible and adaptable in the workplace
9. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)
10. Current Emergency first-aid certification (or willing to obtain)
11. Current Food Safe certification (or willing to obtain)
12. **Second language is an asset**

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Must have valid Vaccine Passport
- Valid 1<sup>st</sup> Aid or willing to obtain

**Hours & Pay rate:**

Full time for summer; 20 hours per week September to June  
Rate of pay \$20.98/ per hour

**Deadline:** until position is filled

Thank you for your interest in this position, however, only short listed candidates will be contacted.

**To apply please email resume to:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Or mail to:**

Burnaby Neighbourhood House  
4460 Beresford St  
Burnaby, BC  
V5H 0B8

**No phone calls please**

*Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Wauthuth (səlilwətaʔ), Kwikwetlem (kʷikwəʔləm), Squamish (Sḵw̱xwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.*