



January 2024

Seniors' Volunteer Supervisor

Contract Position until March 2025 with a possibility of extension

Job Description:

The primary role of the Seniors' Volunteer Supervisor is to work with the BNH seniors and volunteer teams to provide administrative support and to supervise the seniors' program volunteers at the Burnaby Neighbourhood House. The position of the Supervisor requires an adaptable, organized, and experienced person who is committed to building positive relationships with volunteers.

General Duties and Responsibilities:

- To support the recruitment and intake process of volunteers in seniors' programs
- To assist with administrative duties such as maintaining the volunteer database, intake forms, reference checks, and creating a system to track the application process for each applicant.
- To schedule volunteers for upcoming orientations and lead training sessions at the Neighbourhood House
- To create a space that welcomes seniors of diverse backgrounds and abilities
- To promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- To assist with organizing senior volunteers for set up and take down at event/programs.
- To support and supervise senior volunteers during events and special projects
- To work in cooperation with the volunteer and seniors teams to implement and evaluate events.
- To work with and provide leadership to senior peer volunteers, including special projects outside the organization. E.g. Senior Information Fairs, Street Festivals
- To participate in regular staff meetings and training sessions as required.
- To perform other duties as required.

Qualifications:

1. Degree or diploma in social service, business administration, non-profit management, community development or equivalent work/education experience
2. Knowledge and awareness of issues surrounding diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years administrative experience.

5. Demonstrated experience with technology including database management and experience with Microsoft Office Suite (Excel, Word, and Powerpoint).
6. 1-2 years event planning/coordination experience.
7. Current 1st Aid and CPR certification.
8. Current criminal record search.
9. Second language (an asset).
10. Food safe certificate (an asset).
11. May include evening and weekend

Other Details:

BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

Hours of Work & Rate of Pay:

The Volunteer Supervisor will work 20 hours a week (5-hour days). The wage is \$22.04.

Accountability:

The Volunteer Supervisor reports to and is supported by the Manager of Volunteers and Community Programs. The Supervisor will be required to work across BNH Office sites.

Please reply with a resume and cover letter quoting the position you are applying for to:

Address: 4460 Beresford Street, Burnaby

Email: simoneg@burnabynh.ca

Closing date: until position is filled