

July 2024



## **JOB POSTING**

### **Seniors Social and Day Programs Activity Supervisor**

Burnaby Neighbourhood House is currently seeking an experienced seniors' activity worker to join our team. The individual will support BNH's seniors' social programs as well as new day program addressing the social, emotional, and physical needs of frail seniors living in Burnaby.

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

- To create a place that welcomes seniors of diverse backgrounds and abilities.
- To support volunteers in leadership roles in the delivery of activities within the social and day programs.
- To encourage the active involvement of participants in the program.
- Working with the Coordinator, deliver therapeutic day program for frail seniors that includes a range of social, emotional, physical and creative activities
- To assist with running Seniors Connections program, in North and South Burnaby.
- To work with the coordinator and volunteers to set up and take down equipment daily.
- To work within budget allowances.
- To support volunteers with preparing and serving lunches.
- To support the evaluation and reporting process by gathering statistical information on contacts made and observations of program participants' progress.
- To assist the coordinator by contributing information to case files of senior participants and liaising with support networks.
- To work as part of the BNH staff team and encourage the involvement of seniors in the community.
- To attend meetings that relate to seniors' issues as necessary.
- To support the implementation and delivery of other seniors' programs and services offered through Burnaby Neighbourhood house.
- To perform other duties as necessary.

#### **Qualifications:**

1. Degree or diploma in a seniors' or recreation related field plus 1 year training and/or experience in seniors' activity program delivery or equivalent education and training.
2. Strong skills and experience in working with seniors and volunteers.
3. Excellent communication, planning and problem-solving abilities.
4. Proven ability to work effectively with diverse populations and create a welcoming and inclusive program for all.

5. Passion for supporting seniors to overcome social isolation and encourage the building of their strengths and active participation in the community.
6. Capacity to manage the dynamics of a diverse group and facilitate positive outcomes for all participants.
7. Knowledge and awareness of issues surrounding diversity and multiculturalism.
8. Willingness to be flexible and adaptable in the workplace.
9. Class 5 or Class 4 driver's license or willing to obtain.
10. Current Emergency first-aid certification or willingness to obtain.
11. Current Food Safe Level 1 or willingness to obtain.

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply.

**Reporting:**

Seniors Social and Day Programs Activity Supervisor reports to the Seniors Social and Day Programs Coordinator

**Hours & Pay rate:**

35 hours a week

\$22.04 /hour plus benefits

**Deadline: Until the position is filled**

**Start Date: as soon as possible**

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

**To apply please email resume to:** [simoneg@burnabyh.ca](mailto:simoneg@burnabyh.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 (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəyəm) nations with a unique focus on neighbours supporting neighbours.*