



Job Posting

Part-Time Community Programs Supervisor – Cedar Place Housing Complex

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency that provides programs and services in response to identified community needs. The role of the Supervisor will be to help the Coordinator build a welcoming and supportive community at Cedar Place – a family-focused BC Housing Complex located in South Burnaby.

This position requires a positive, energetic, patient and creative person who can facilitate and deliver Neighbourhood House programs and events onsite that promote resident's active engagement. The Supervisor is responsible in assisting the Coordinator in planning and implementing community programs and providing a safe and welcoming atmosphere for participants. This position works with all ages.

General Duties and Responsibilities:

- Using an inclusive, community development approach to develop and promote programs that welcome families and individuals of diverse backgrounds and abilities
- To assist facilitating the involvement of local residents and to guide the development of onsite programs and contribute to building a welcoming neighbourhood
- To work with residents to increase their engagement in programs and community
- To assist with the coordination and overseeing of onsite programs. This may include afterschool children's programs, youth leadership, fitness, family nights, education sessions and other activities.
- To assist in the collection, evaluation, and recording of monthly statistics on participation and attendance
- Create a welcoming and inclusive atmosphere for the resident families.
- Assist with set-up and clean-up of events in the community room; keep supply cupboard organized
- Facilitate links and connections between participants; be a source of referrals to local community services and supports
- To supervise and support volunteers.

Qualifications:

- 1) Knowledge and experience using a community development approach
- 2) Passion for working with individuals to build on their strengths and encouraging active participation in the community
- 3) Diploma/Degree in Sustainable Community Development, Social Work, Recreation Leadership, and/or experience working in a community based setting
- 4) Experience working with youth, families and volunteers
- 5) MUST be able to work independently and as part of a team
- 6) Excellent communication, writing, planning, organization and problem-solving skills.
- 7) Excellent cross-cultural communication skills
- 8) Proven ability to work effectively with diverse populations
- 9) Proficient with computer programs and virtual platforms (ie: MS Office, Zoom)

Our Mission is to make neighbourhoods better places to live.

- 10) Knowledge and awareness of issues surrounding diversity and multiculturalism.
- 11) Valid 1st Aid & CPR certification
- 12) Food Safe
- 13) Non-violent crisis intervention training an asset
- 14) 2nd language an asset

Hours & Pay rate:

12 hours per week

Rate of pay \$23.39/per hour plus 4% vacation pay.

Please reply with resume and cover letter quoting the position you are applying for along with copies of relevant training certificates to:

Hiring Committee - Burnaby Neighbourhood House
Email: saras@burnabynh.ca

Closing date: Until Positions is Filled

Positions start: As Soon As Possible

Location: South Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted. **No phone calls please.**

Our Mission is to make neighbourhoods better places to live.

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