

April 2025



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 our day program addressing the social, emotional, and physical needs of frail seniors living in Burnaby.

General Duties and Responsibilities:

- Create a welcoming, inclusive, and supportive environment for seniors of diverse backgrounds and abilities.
- Independently plan and deliver engaging activities for both social and therapeutic day programs for seniors, including physical, emotional, creative, and cognitive elements.
- Coordinate and supervise volunteer-led activities within the programs, ensuring they are meaningful and accessible.
- Facilitate the Seniors Connections program at North and South Burnaby locations, including leading group activities and outings.
- Lead daily program setup and takedown, managing equipment and space organization.
- Maintain accurate attendance records and contribute to evaluations by observing and documenting participant engagement and progress.
- Maintain regular communication with families and caregivers when needed and support case documentation for participants.
- Assist in program outreach and community engagement to promote participation and build connections with seniors in the neighbourhood.
- Attend relevant meetings and training sessions to stay informed on seniors' issues and contribute to program development.
- Support additional seniors' programs and services at BNH as needed.
- Perform other related duties as assigned.

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

\$24.09 /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@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 (kʷikwəłəm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəyəm) nations with a unique focus on neighbours supporting neighbours.