



April 2025

## **Seniors' Volunteer Supervisor**

Contract Position until March 2026 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 Supervisor will also work with the Burnaby Community Based Senior Service (CBSS) Network to provide volunteer recruitment, training, and recognition activities across senior- serving agencies in Burnaby. 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 at BNH and other Burnaby CBSS agencies
- To assist with administrative duties such as maintaining the volunteer database, intake forms, interviews, reference checks, and track the application process for each applicant.
- To schedule volunteers for upcoming orientations and lead training sessions with BNH and other Burnaby CBSS agencies
- To promote Neighbourhood House program philosophy by:
  - ensuring programs have the opportunities to interconnect and achieve participant integration across program areas, and
  - creating a space that welcomes seniors and volunteers of diverse backgrounds and abilities
- To assist with organizing volunteers for set up, support, 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 programs and events.
- To provide leadership to senior volunteers with engagement events, including special projects outside the organization. E.g. Senior Information Fairs, Street Festivals
- To plan and implement volunteer appreciation activities
- To participate in regular staff meetings and training sessions as required.
- To track and report statistical information for funding purposes
- To perform other duties as required.

**Qualifications:**

1. Degree or diploma in social service, non-profit management, community development or equivalent work/education experience
2. 1-2 years experience working with seniors and/or volunteers
3. 1-2 years administrative experience.
4. 1-2 years event planning/coordination experience.
5. Knowledge and awareness of issues surrounding diversity and multiculturalism.
6. Knowledge and awareness of issues facing seniors living in community
7. Excellent interpersonal, organizational and communication skills.
8. Ability to be flexible and adaptable in the workplace
9. Demonstrated experience with technology including database management and experience with Microsoft Office Suite (Excel, Word, and Powerpoint).
10. Current 1<sup>st</sup> Aid and CPR certification.
11. Current criminal record search.
12. Second language (an asset).
13. Food safe certificate (an asset).
14. May include evenings and weekends

**Other Details:** BIPOC and 2SLGBTQIA+ candidates are encouraged to apply

**Hours of Work & Rate of Pay:** 35 hours a week. The wage is \$24.09/hr.

**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:

Email: [simoneg@burnaby.nh.ca](mailto:simoneg@burnaby.nh.ca)

**Closing date: until position is filled**