

July 2025



JOB POSTING

Volunteers Administration Supervisor

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The volunteer supervisor works within the BNH staff team to support organization's volunteer management.

General Duties and Responsibilities:

- Responsible for central intake of volunteers; i.e. recruiting, screening, interviews, selects and placing volunteers.
- Assist with recruitment strategies of new volunteers.
- Assesses volunteer's skills and matches them to placement opportunities.
- Managing volunteer records; i.e. application forms, references, checks, stats, data bases.
- Develops and maintains volunteer programs statics and reports. Maintains records of volunteer placements, hours, requests and concerns.
- Oversee general orientation and training of new volunteers and ensure ongoing support.
- Maintain close communication with program staff to ensure positive experiences within the program and with volunteers.
- Provide support and be a resource to other staff who are working with volunteers.
- Performs other related duties as required.
- Other tasks as needed.

Qualifications:

- Degree or diploma in social services or 1 to 2 years equivalent experience managing volunteers.
- Excellent written and interpersonal communication skills.
- Knowledge/awareness of issues surrounding diversity and multiculturalism.
- Second language as an asset.
- Familiarity with Neighbourhood Houses and the role they play in communities- an asset.
- Sufficient computer skills.

Location: BNH South House, 4460 Beresford Street, Burnaby

Accountability: This position reports to the Operation Coordinator.

Hours & Pay Rate: 25 Hours per week. Pay rate is \$24.09.

Due to the age group we work with, occasional evenings and weekend shifts are required.

Start Date: asap

Deadline: July 24, 2025

To apply please Email resume to: simoneg@burnabynh.ca

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

No phone calls please