



Position Title and Grade:

- Gift Wrap Supervisors
 - 1 Full-time and 2 Part-time contract positions

Hours of work:

- Full-time (40 hours/week): starts from Nov 9 - Dec 31, 2026
- Part-time (20 hours/week): starts from Nov 23 - Dec 31 2026

Reports to: Operations Coordinator

Hours & Pay rate: \$23.45, 4% vacation pay per pay period

Benefits package: 4% vacation pay per pay period

Position Location: 101 – 4460 Beresford St, Burnaby, BC, V5H 0B8

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency located in Burnaby, BC and dedicated to addressing identified community needs through a variety of programs and services.

Overview of Functions of the Position:

The Gift Wrap Supervisor is responsible for overseeing the setup, daily operations, and cleanup of the holiday Gift Wrap Booth at Metropolis at Metrotown. This role requires a highly organized individual who thrives in a fast-paced environment and has demonstrated experience leading teams and coordinating volunteers.

Duties and Responsibilities:

- Booth Set up, inventory and organization
- Update booth procedures
- Scheduling and training for team leads and volunteers
- Financial accountability of donations
- Self – starting and able to work independently
- Administrative Support: general administrative tasks to support booth operations

Direct Reports: Yes

Qualifications:

- Degree or diploma and/or accreditation in business administration or equivalent work/education experience
- Solid organizational skills, including multitasking and time-management
- Proven experience leading teams and volunteers



- Excellent oral and written communication skills to facilitate positive interactions with all volunteers and peers
- High proficiency with Microsoft Office Applications including: Word, Excel, Outlook, OneDrive, Forms, and SharePoint
- Able to work flexible hours (including evening and weekends)

In addition to bringing a commitment to Burnaby Neighbourhood Houses vision and values, the candidate should possess the following competencies:

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you
- Leading Others • Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners
- Make an Intentional Impact – Advance the strength and cause of BNH

Other Details:

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

Accountability: This position reports to the Director of Operations

Hours & Pay rate: \$23.45, 4% vacation pay per pay period

Deadline: October 23, 2026

Start Date: November 9 to December 31, 2026
November 23 to December 31, 2026

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

No phone calls please