



Job Posting

Supervisor: Seniors Program

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Are you passionate about working with a diverse group of seniors? The Seniors Program Supervisor plays a key role in implementing, delivering and evaluating the Seniors Together Program. He/she is also actively engaged in building the capacity of seniors as leaders and community development objectives.

Duties and Responsibilities:

- Provide leadership to the Seniors Together Program as well as promote program/s internally and externally as a place that welcomes seniors of diverse backgrounds to the community as a whole
- Provide leadership by actively engaging the seniors and the Seniors Welcoming Committee in the planning and delivery of the program/s
- In consultation with the Welcoming Committee plan, organize and deliver activities, speakers, discussions, workshops and training
- Recruiting , hiring, orienting, coaching and supervising volunteers in consultation with the Volunteer Supervisor
- Assist in program administration, monitoring outcomes and maintaining statistics and expense records
- To work as part of the BNH staff team and encourage the participation of seniors in cross cultural and intergenerational programming
- To attend staff meetings and other interagency meetings and participate in Neighbourhood House events

Requirements:

- Minimum of one year experience in community development and/or community planning processes
- Relevant post-secondary education and/or experience related to working with seniors
- Knowledge and understanding of community-based planning processes, and understanding of capacity and strength building approaches

Our Mission is to make neighbourhoods better places to live.

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- Proven ability to work independently, facilitate, supervise volunteers, organize and manage projects and develop partnerships
- Excellent written and verbal communication skills and ability to use computers
- Cross cultural communication, understanding and experience
- Criminal record search required and willing to obtain First Aid/Food Safe
- Class 4 driver's license or willingness to obtain
- Must be available to work Wednesdays & Fridays

Hours of Work & Rate of Pay:

The Seniors Program Supervisor will work 18 hours per week and the rate of pay is \$18.10; candidates must be able to work Wednesdays, Fridays and one other weekday. All staff work one evening shift (until 8pm) per week

Accountability:

The Seniors Coordinator reports to the South Program Director.

Please reply with resume and cover letter quoting the position you are applying for to:

100-4460 Beresford Street, Burnaby, V5H 0B8
Fax: 604 431-9499 Email: simoneg@burnabynh.ca

Closing date: June 13th, 2017

Positions start: As soon as possible

This position is open to male and female applicants and we thank all who apply. However, only those candidates to be interviewed will be contacted. No phone calls please.

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