

March 2017



Volunteer Supervisor – South House Term Position

One year with possibility of extension

Job Description:

The primary role of the Volunteer Supervisor is to work with the BNH Coordinator of Volunteers and Community Programs to provide administrative support to the BNH volunteer program and to supervise the community volunteer program at the South House. The position of the Volunteer Supervisor requires an adaptable, organized, and experienced person who is committed to building positive relationships with volunteers.

General Duties and Responsibilities:

- Promotes Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- Supports the recruitment and intake process of volunteers
- Assists with administrative duties such as maintaining the volunteer/membership database, intake forms, reference checks, and creating a system to track the application process for each applicant.
- Schedule office volunteers each month at the South House.
- Schedule volunteers for upcoming orientations and lead training sessions at the South House.
- Assist with organizing volunteers for set up and take down at event/programs.
- Works in cooperation with staff and volunteers, to implement and evaluate events.
- Works with and provides leadership to volunteers including special projects outside the organization. i.e. giftwrapping at Metropolis
- Participates in regular staff meetings and training sessions (as required).
- Performs other duties as required.

Qualifications:

1. Degree or diploma in recreation leadership, social service, business administration, non-profit management, community development or equivalent work/education experience
2. Knowledge and awareness of issues surrounding diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years administrative experience.

5. Demonstrated experience with technology including data base management and experience with Microsoft Office Suite (Excel, Word, and Powerpoint).
6. 1-2 years event planning/coordination experience.
7. Current 1st Aid and CPR certification.
8. Current criminal record search.
9. Second language (an asset).
10. Food safe certificate (an asset)

Hours of Work & Rate of Pay:

The Volunteer Supervisor will work 16 hours a week (2 – 6 hour days and 1 – 4 hour day, including an evening shift, Tuesday to Thursday). The wage is \$18.10/hr.

Accountability:

The Volunteer Supervisor reports to and is supported by the Coordinator of Volunteers and Community Programs.

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

Address: 4460 Beresford Street, Burnaby Email: janiceh@burnabynh.ca

Closing date: March 27, 2017