

June 2022



JOB POSTING

Summer Event Planner, Seniors Programs,
Canada Summer Grant Position

The Event Planner will assist the Program Supervisor to plan a range of recreation and activity based programs for seniors in BC Housing sites

General Duties (fitness, coffee times, BBQ's, etc)

Work with residents to increase their engagement in programs and increase access to needed services
Recruit volunteers who will support other residents by leading programs such as coffee times, games nights, dance and other exercise sessions, etc
Encourage residents to participate as volunteers in programs.
Assess seniors' needs and provide referrals to appropriate community services
Provide support
Work with the Supervisor to identify gaps in services and recruit volunteers to address the needs.
Attend meetings that relate to seniors issues as necessary.
Work as part of the BNH staff team and perform related and other duties as required

Qualifications :

1. Interest in and experience in working with seniors
2. Ability to work independently and as part of a team
3. Strong organizational skills
4. Excellent communication, writing, planning and problem solving skills.
5. Proven ability to work effectively with diverse populations
6. Willingness to be flexible and adaptable in the workplace
7. Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)
8. Current Emergency first-aid certification *f* Valid 1

f st Aid or willing to obtain

- f* Canada Summer Jobs position – Must be between 19-30 years old, Canadian citizen, permanent resident or refugee under the immigration and protection act (no international students)

Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Waut