

JOB POSTING #2026-41-01
INTERNAL/EXTERNAL
Seniors Services
Supervisor, Seniors Services
Wage: \$32.00 to 38.25 per hour
Full Time: 35 hours per week, Monday to Friday
Permanent

Lead the Seniors Services Team in Providing Support to Seniors
Join the team at Archway
Come Help Us Help People

Location:
2420 Montrose Ave, Abbotsford
On Site

Job Summary:

The Supervisor, Seniors Services is responsible for the leadership, administration, evaluation, and continuous improvement of Seniors Services programs and the delivery of client-centered services. The position oversees program planning, implementation, monitoring, and evaluation to ensure services align with agency priorities, funder requirements, and community needs.

The Supervisor is responsible for the effective allocation of financial and human resources, including budget management, staff supervision, volunteer engagement, and daily program operations. This position oversees a variety of programs that support seniors' independence, social connectedness, well-being, and community participation, with a focus on providing high-quality, responsive services.

Your Role:

Archway's Supervisor, Seniors Services with the Seniors Services Programs contributes by:

- Providing support, leadership, direction, and supervision to staff in the Seniors Services Programs, using a variety of techniques including coaching, training, skill development, discipline, and attendance management.
- Supporting staff in overseeing a large base of volunteers in compliance with agency standards, policies and procedure.
- Organizing, coordinating, and overseeing the daily operations of Seniors Services in accordance with Archway Community Services policy and funder guidelines.
- Participating in the development and implementation of goals, objectives, policies and priorities to meet the needs of seniors in the community.
- Reporting program statistics and performance to the agency, funders, and required partner groups.

- Identifying opportunities for improving service delivery methods and procedures, utilizing feedback from clients, program coordinators and community partners.
- Collaborating with internal partners to increase access to services (e.g. elder abuse, affordable housing for seniors, self-neglect, transportation, loneliness and isolation).
- Developing engagements with healthcare and other seniors serving organizations.
- Advising on topics such as ageism, elder abuse, and neglect.
- Managing and overseeing expenditures within the existing budget allowance, ensuring fiscal responsibility and accountability in compliance with contracts and agreements.
- Monitoring Income and Financial Statements and General Ledgers on an ongoing basis ensuring program performance is consistent with budgeted expectations, taking corrective actions where necessary.
- Consulting and collaborating with the Manager to prepare, submit, and administer program grant applications.

This position is a great fit for someone who understands the issues facing seniors, older adults and individuals who have been traditionally marginalized, who has knowledge of programs in the community which offer services to seniors, has great budget management skills, is a good communicator, and has strong leadership capabilities.

Our Offer

- Wage: \$32.00 to \$38.25 per hour
- A permanent, full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Benefits include:
 - Three weeks pro-rated vacation in your first year; four weeks in your second year.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- A Diploma or bachelor's degree in Social Services or a related field, or an acceptable combination of education, training and experience.
- Supervisory experience.
- Experience working with budgets.

- Professional experience in the planning, development, and/or administration of programs or services (for the elderly preferred).
- Direct program delivery experience.
- A valid BC Drivers' License and a satisfactory Drivers' Abstract.

The Job Requires you to have:

- Knowledge of issues facing seniors, older adults and those individuals who have been traditionally marginalized.
- Knowledge of seniors serving programs and support services that would be beneficial in mitigating common challenges associated with aging.
- Strong supervisory skills including coaching, mentoring, delegating and facilitation skills.
- Strong written, verbal, and active listening skills; able to communicate effectively and respectfully with people from a variety of backgrounds and with a variety of abilities.
- Well-developed budgeting skills, able to create and manage multiple program budgets efficiently.
- Ability to identify, and develop funding sources as well as coordinate the development, writing and submission of grant proposals.
- Well-developed knowledge and skill regarding case management principles including goal setting, creating timelines, action planning, progress measuring, and program discharge.
- Strong Microsoft Office 365 skills to create reports, budgets, presentations, and communicate with staff and colleagues.
- Good facilitation skills to present information to a variety of audiences in a clear, concise, and effective way, both orally and in writing.
- Well-developed crisis de-escalation, dispute resolution, and problem-solving skills.
- Ability to manage interruptions and effectively switch tasks.
- Well-developed skills in managing multiple projects and responsibilities and prioritize competing tasks.
- The use of a personal, reliable vehicle for program-related driving which can be insured according to Archway's transportation policy.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is September 27, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-41-01 in the subject line.**

Please submit your resume in pdf format to: [Avanti](#)

Subject: Job Posting **2026-41-01**

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.