



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

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|---|---------------------------------------|--|------------------------------|
| Job Title: | Christmas Kettle Campaign Coordinator | Competition #: | N/A |
| Department: | Community Engagement | Position Type: | Temporary Full-Time Seasonal |
| Salary Range: | \$15.00 per hour | Date posted: | September 8, 2017 |
| Location: | TB C.A.R.S. Thunder Bay | Posting Expires: | October 11, 2017 |
| APPLICATIONS ACCEPTED BY: | | | |
| By E-mail: ong_tbayadmin@can.salvationarmy.org | | Mail: | |
| By Fax: (807) 345-0409 | | The Salvation Army | |
| Attention: Employee Relations Department | | Thunder Bay Community & Residential Services | |
| Please no phone calls. | | Attention: Employee Relations Department | |
| | | 545 N. Cumberland Street | |
| | | Thunder Bay, ON P7A 4S2 | |
| JOB DESCRIPTION | | | |

The Christmas Kettle Campaign is The Salvation Army's single most important fundraising appeal. The Campaign is active over the holiday season.

RESPONSIBILITIES:

- Coordinate and oversee the activities of Christmas Kettle Campaign staff and/or volunteers.
- Oversee the operations of the Christmas Kettle campaign including, schedule of staff and/or volunteers, counting, reporting and maintaining record of donations received.
- May participate in recruitment of volunteers
- Orientation and performance management of Kettle Workers employees and/or volunteers
- Coordinate the schedule for Kettle staff/volunteers and responds to emergency absences, etc.
- Foster and maintain positive working relationships with kettle sites.
- Deliver and pick-up kettles to/from sites daily ensuring the security of donations
- Host a kettle as required ensuring necessary coverage for breaks, etc.
- Assume responsibility for coordinating kettle counters and/or overseeing counting
- Ensure that kettle locations have adequate supplies of literature, etc.
- Represent The Salvation Army in a positive, professional manner.
- Record statistical data and prepare weekly time sheets as required.
- Post campaign; retrieve all equipment/supplies from various kettle locations.
- Perform other position related duties as required.

QUALIFICATIONS:

- Completed High School or equivalent
- Prior related experience would be a definite asset
- Experience in office administration
- Excellent communication and interpersonal skills
- Ability to multi-task and work well in a fast-paced office setting
- Experience with general office equipment and Microsoft Office applications
- Ontario Class "G" Driver's license, own vehicle and insurance, a copy of current driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required
- Provide an original copy of a Background Check with vulnerable sector screening that is satisfactory to The Salvation Army, in its sole discretion is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment.
- Support for and an understanding of the mission and the purpose of The Salvation Army.
- This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities of the incumbent.

This is a temporary full time seasonal position based on 40 hours per week. Schedule will vary according to requirements of the responsibilities; shifts will include days. Normal hours of work are Monday through Friday 9.00 a.m. to 5:30 p.m. and includes a ½-hour unpaid meal break. Flexibility in scheduling is required. Some evening and Saturday shifts may be required.

Note: A training and orientation process is required at the start of the employment period to ensure that the incumbent is fully trained for the Christmas Kettle campaign.

Start Date: October 23, 2017 **End Date:** January 12, 2018

Interested applicants must respond in writing with a cover letter and resume
Application Deadline: October 11/17

We thank all applicants, however, only those candidates to be interviewed will be contacted.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.
Internal applicants, please advise Department Heads of your intentions prior to submitting your application.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.



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