



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Christmas Kettle Campaign Assistant	Competition #:	
Department:	Community Engagement	Position Type:	Temporary, full time
Salary Range:	\$14.00 per hour	Date posted:	October 10, 2018
Location:	Thunder Bay CARS- 545 N. Cumberland Street	Posting Expires:	October 19, 2018
Applications Accepted By			
Fax: (807) 345-0409 or E-mail: ong_tbayadmin@can.salvationarmy.org		Mail: The Salvation Army Thunder Bay Community & Residential Services Attention: Employee Relations 545 N. Cumberland Street Thunder Bay, ON P7A 4S2	
Attention: Employee Relations Please no phone calls.			
Job Description			
RESPONSIBILITIES: Coordinate and oversee the activities of Christmas Kettle Campaign volunteers on evenings and Saturdays. Coordinate the schedule for Kettle volunteers and respond to emergency absences, etc. on evenings and Saturdays. 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. Ensure that kettle locations have adequate supplies of literature, etc. Represent The Salvation Army in a positive, professional manner. Perform other position related duties as required.			
QUALIFICATIONS: Completed High School or equivalent Prior related experience would be a definite asset Excellent communication and interpersonal skills Ability to multi-task and work well in a fast-paced office setting. 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 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 is a temporary full time seasonal position based 25.5 hours per week. Schedule will vary according to requirements of the responsibilities – shifts will include evening shifts, Monday through Friday and all day Saturday, flexibility in scheduling is required. Normal hours of work: The normal hours of work are Monday to Friday 5:30 p.m. to 9:00 p.m. and Saturdays 9:30 a.m. to 6:00 p.m. and includes a ½ hour unpaid meal break on Saturdays.			
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: November 12, 2018		End date: December 22, 2018.	
Interested applicants must respond in writing with a cover letter and resume			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<i>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.</i>			
<i>Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.</i>			

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.