

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kettle Campaign Coordinator	<b>Competition #:</b>	32/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time / temporary seasonal
<b>Salary Range:</b>	17.50	<b>Date posted:</b>	Aug 2, 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	Aug 15, 2016
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department Please no phone calls.		<b>Mail:</b> Employee Relations Department 171 George St, Ottawa, Ontario K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE:</b> To provide overall supervision to the day-to-day operation of the Christmas Kettle campaign in Ottawa ensuring its objectives for the annual Christmas Kettle Campaign are met.			
<b>EXPECTATIONS &amp; TASK LIST</b>			
<ul style="list-style-type: none"> <li>• Lead the volunteer recruitment process</li> <li>• Lead the supervisors in the recruitment and training process for kettle attendants placing an emphasis on volunteer recruitment</li> <li>• Establish and maintain ongoing contact with all venue management personnel as well as service groups</li> <li>• Create and deliver presentations to community groups interested in supplying groups of volunteers</li> <li>• Determine suitability of supervisory skills/needs and hire to those standards</li> <li>• Lead the supervisory team in the selection process of the drivers ensuring each driver meets predetermined driving qualifications</li> <li>• Ensure all kettle location items (kettles, chairs, signs, etc) are in good working condition and inventory levels are sufficient for duration of campaign</li> <li>• Ensure timelines for delivery, set up, take down and return of all kettles and items are met</li> <li>• Ensure an appropriate training program is developed and delivered to all kettle campaign staff and volunteers along with ensuring all applicable paperwork is completed in a timely manner</li> <li>• Monitor supervisory team to ensure are all kettle locations are appropriately staffed</li> <li>• Respond to any community concerns or complaints regarding kettle locations and workers</li> <li>• Record and submit biweekly hours for payroll for Supervisors and ensure Supervisors are completing same for kettle attendants and drivers</li> <li>• Order gas cards and maintain an accurate 'gas card' database</li> <li>• Leads the afternoon processing of money, ensuring it is stored safely</li> <li>• Ensure kettle results are distributed to appropriate stakeholders on a daily basis.</li> <li>• At the conclusion of the campaign, compile statistical data as requested, complete detailed post mortem and provide information necessary for evaluation of the campaign</li> <li>• Ensure all policies and procedures are adhered to</li> <li>• Must be able to work December 24; flexible hours when needed, including evenings and Saturdays.</li> </ul>			
<b>QUALIFICATIONS</b>			

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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- Previous experience and/or education in special event organization, fundraising, campaign operation and supervision of paid/unpaid staff.
- Supervisory experience, including recruitment of paid and unpaid staff, knowledge of disciplinary measures, training and orientation
- Excellent computer skills
- Excellent organizational skills
- Excellent communication/interpersonal skills
- Valid "G" Driver's License required and access to a vehicle
- Bilingualism an asset
- Proven ability to multitask and work well under pressure
- Pass an internal police background check (BackCheck); Note: A satisfactory criminal background check is required

*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.*

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

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*

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