

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Kettle Supervisor	Competition #:	40/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	5 Full time temporary positions ending Jan 6, 2017
Salary Range:	\$15.00	Date posted:	September 26, 2016
City:	Ottawa	Posting Expires:	October 2 , 2016

Applications Accepted By:

Fax or E-mail:

(613)241-2818 or

jobs@ottawaboothcentre.org

Attention: Employee Relations Department

Please no phone calls.

Mail:

Employee Relations Department

171 George St. Ottawa, ON K1N 5W5

Position Description

JOB PURPOSE

To assist Ottawa Booth Centre in achieving its objectives for the annual Christmas Kettle Campaign by ensuring all kettle locations are staffed properly, kettles are delivered on a daily basis to pre determined locations and monies are picked up and delivered to a central point as scheduled.

EXPECTATIONS & TASK LIST

- Participate in the hiring, orientation and training of kettle staff and volunteers
- Ensure all appropriate volunteer/staff hiring paperwork is completed on time and forwarded to HR
- Ensure all kettle attendants are hired to standard
- Using the schedule tool ensure volunteers and paid attendants who do not have access to the system are posted into the schedule
- On-going review and finessing of daily kettle schedules
- Ensure each kettle location is staffed to its fullest potential focusing on the use of volunteers
- Ensure kettle attendants and drivers within applicable region are aware of, and following all expectations.
- On the spot coaching of attendant and drivers when necessary
- Replace staff at Kettle locations when necessary
- Prepare timesheets by cutoff dates for all Kettle Attendants and Drivers in applicable region for approval by Kettle Coordinator
- Must be available to work Dec 24 as well as flexible hours through the campaign including evenings and Saturdays

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QUALIFICATIONS

- One to two years completed post secondary education
- One to two years supervisory experience leading a team
- Strong computer skills
- Strong organizational skills and ability to problem solve in fast paced environment
- Ability to motivate and coach a team
- Good interpersonal skills.
- Strong computer skills and understanding of Excel, Word and email
- Valid Ontario 'G' driver's license and access to a vehicle
- Current clean drivers abstract dated within the last 30 days
- 'Clear' Police background check dated within the last 30 days

SALARY: \$15.00 per hour, 40 hours per week (Full Time, Temporary till Jan. 6th, 2017)

ADDITIONAL INFORMATION: Working hours – Flexible (Days, Evenings and Saturdays)

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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