

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Toy Centre Supervisor	Competition #:	47/17
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time temporary position ending Jan 12, 2018
Salary Range:	\$15.80	Date posted:	October 11, 2017
City:	Ottawa	Posting Expires:	October 24, 2017
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 The Toy Centre Supervisor is responsible for giving support of the Toy Mountain campaign on behalf of the Ottawa Booth Centre			
EXPECTATIONS & TASK LIST			
<ul style="list-style-type: none"> • ensures that the Toy Mountain campaign is fully staffed with volunteers for the duration of the campaign • produces and oversees a schedule of volunteers for the Toy Mountain campaign • liaises with volunteer organizations, CTV Bell Media and other agencies in our community to procure a stable volunteer base from which to staff the Toy Mountain campaign • provides on-site supervision, training and evaluation of volunteers at the Toy Centre • create and maintain a database of all volunteers recruited • assists Toy Centre Coordinator and volunteers in duties like but not limited to: sorting, data entry and preparing bags to ensure the operation of the Toy Centre • performs other duties as assigned 			
QUALIFICATIONS			
<ul style="list-style-type: none"> • minimum of 2 years' direct experience in a supervision role • ability to multi-task and have demonstrated a high level of organization, accuracy, attention to detail, and time management skills • ability to learn processes and technology quickly • ability to think "outside the box" to address unique situations that arise and suggest process improvements • self-motivated • an intermediate knowledge of Word and Excel • demonstrated ability to develop effective working relationships with internal and external customers • this position will require physical work like: walking, lifting up to 40 lbs., dragging and reaching • ability to maintain information in confidence and exercise good judgment • bilingualism (French/English) is an asset • must supply a current Clear Police Reference Check for Vulnerable Sector 			
ADDITIONAL INFORMATION: Working hours – Flexible (Days, Evenings and Saturdays)			
<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>			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<i>Internal Applicants, please advise your managing supervisor 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.