

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Kettle Campaign Coordinator	Competition #:	35/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time / temporary seasonal (ending Jan 4, 2019)
Salary Range:	\$18.00	Date posted:	July 23, 2018
City:	Ottawa	Posting Expires:	August 5, 2018
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org		Mail: Employee Relations Department 171 George St, Ottawa, Ontario K1N 5W5	
Attention: Employee Relations Department Please no phone calls.			
Position Description			
<p>JOB PURPOSE: To provide overall supervision of the day-to-day operation of the Christmas Kettle campaign in Ottawa, ensuring it meets its objectives for the annual Christmas Kettle Campaign.</p> <p>EXPECTATIONS & TASK LIST</p> <ul style="list-style-type: none"> • lead the volunteer recruitment process • lead the supervisors in the recruitment and training process for Kettle attendants placing an emphasis on volunteer recruitment • establish and maintain ongoing contact with all venue management personnel as well as service groups • create and deliver presentations to community groups interested in supplying groups of volunteers • determine suitability of supervisory skills/needs and hire to those standards • lead the supervisory team in the selection process of the drivers ensuring each driver meets predetermined driving qualifications • ensure all Kettle location items (kettles, chairs, signs, etc) are in good working condition and inventory levels are sufficient for duration of campaign • ensure timelines are met for delivery, set up, take down and return of all kettles and items • ensure an appropriate training program is developed and delivered to all kettle campaign staff and volunteers and ensure all applicable paperwork is completed in a timely manner • monitor supervisory team to ensure that all Kettle locations are appropriately staffed • respond to any community concerns or complaints regarding Kettle locations and workers • record and submit biweekly hours for payroll for Supervisors and ensure Supervisors are completing same for Kettle attendants and drivers • order gas cards and maintain an accurate 'gas card' database • leads the afternoon handling of money, ensuring it is stored safely • ensure Kettle results are distributed to appropriate stakeholders on a daily basis • at the conclusion of the campaign, compile statistical data as requested, complete detailed post mortem and provide information necessary for evaluation of the campaign • ensure all policies and procedures are adhered to • must be able to work December 24; flexible hours when needed, including evenings and Saturdays 			

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.

Employment Opportunity

The Salvation Army Ontario Central East Division

WORKING RELATIONSHIPS:

- reports to the Director of Employee Relations
- works collaboratively with Employee Relations Assistant and Coordinator of Program Support
- liaises with Corps, community partners, venue contacts and Salvation Army Ottawa Public Relations

QUALIFICATIONS

- 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
- clear Police background check dated within the last 30 days

Hour: Monday to Friday 8:00am – 4:30pm and some Saturday

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.