

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kettle Supervisor	<b>Competition #:</b>	45/18
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	2 Full-time temporary positions ending Jan 4, 2019
<b>Salary Range:</b>	\$16.00	<b>Date posted:</b>	September 11, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	September 18, 2018
<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, ON K1N 5W5	
<b>Position Description</b>			
<p><b>JOB PURPOSE</b></p> <p>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.</p> <p><b>EXPECTATIONS &amp; TASK LIST</b></p> <ul style="list-style-type: none"> <li>• participate in the hiring, orientation and training of Kettle staff and volunteers</li> <li>• ensure all appropriate volunteer/staff hiring paperwork is completed on time and forwarded to HR</li> <li>• ensure all Kettle attendants are hired to standard</li> <li>• using the schedule tool ensure volunteers and paid attendants who do not have access to the system are posted into the schedule</li> <li>• carry out on-going review and refining of daily kettle schedules</li> <li>• ensure each Kettle location is staffed to its fullest potential focusing on the use of volunteers</li> <li>• ensure Kettle attendants and drivers within the applicable region are aware of, and meet all expectations</li> <li>• carry out on the spot coaching of attendant and drivers when necessary</li> <li>• replace staff at Kettle locations when necessary</li> <li>• must be available to work Dec 24 as well as flexible hours through the campaign, including evenings and Saturdays</li> </ul>			

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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#### **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:** \$16.00 per hour, 40 hours per week (Full time, temporary until Jan. 4<sup>th</sup>, 2019)

**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.*