

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kettle Drivers	<b>Competition #:</b>	52/18
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	5 temporary full time positions and 2 part time temporary positions, ending Dec 24, 2018
<b>Salary:</b>	\$16.00	<b>Date posted:</b>	October 15 , 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	October 21, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations <b>Please no phone calls.</b>		<b>Mail:</b> The Salvation Army Ottawa Booth Centre 171 George St., Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE</b> The Kettle Campaign Driver will be responsible for delivering and picking up The Salvation Army Kettles at various locations throughout the City of Ottawa.			
<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• deliver and pick up Kettles from assigned locations throughout the City</li> <li>• follow the provided schedule and complete necessary paperwork</li> <li>• act as a Kettle Attendant, and filling in when necessary</li> <li>• follow policies and procedures as directed by the Kettle supervisor or Kettle Coordinator</li> <li>• be presentable and approachable as an ambassador of The Salvation Army</li> <li>• observe all pertinent laws, statutes and regulations while operating a motor vehicle</li> </ul>			
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• high school graduate</li> <li>• have a valid "G" Ontario Drivers License and clean Drivers Abstract</li> <li>• minimum 2 years' experience with valid G license</li> <li>• capable of lifting and carrying at least 50 lbs for a short distance and up stairs</li> <li>• good interpersonal/communication skills</li> <li>• ability to work under pressure, work efficiently, follow instructions and think independently</li> <li>• must be able to work with a variety of people</li> <li>• knowledge of Ottawa region roadways</li> <li>• ability to concentrate while driving through traffic</li> <li>• ability to work within the mandate and Mission Statement of The Salvation Army</li> <li>• clear Police background check dated within the last 30 days</li> </ul>			
<p>Please quote job #52/18 when applying for this position.</p> <p><b>HOURS:</b> Full time – 40hrs per week, various days and evening shifts including Saturdays and for part time position – 24hrs per week, with various days and evening shifts including Saturdays.</p> <p><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></p> <p><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p>			

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.