

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Kettle Coordinator	<b>Competition #:</b>	32/19
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time temporary seasonal (ending Jan 10, 2020)
<b>Salary Range:</b>	\$18.00	<b>Date posted:</b>	August 8, 2019
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	August 21, 2019

#### Applications Accepted By:

##### Fax or E-mail:

(613) 241-2818 or jobs@saobc.org

**Attention:** Employee Relations Department

**Please no phone calls.**

##### Mail:

Employee Relations Department

171 George St, Ottawa, Ontario K1N 5W5

#### Organization Description

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

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.

#### Core Values

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

#### POSITION PURPOSE SUMMARY:

The purpose of the expectation task list is to identify and clarify what management expects from the incumbent. The following expectations and tasks will be part of the annual performance appraisals; your merit increase will be based on the level of performance in each of the following areas. Expectations may change year to year and both parties should use the annual performance appraisal to determine realistic and equitable goals and outcomes for the upcoming performance year.

#### RESPONSIBILITIES:

- establish contact with venue management at multiple locations to confirm yearly placement of kettles at previously used locations and secure placement at new locations
- lead the recruitment and training process for the campaign supervisor, driver and kettle attendant positions
- establish and maintain, with the supervisory team, a volunteer centric approach to the campaign

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- monitor and coach supervisory team to ensure 100% fulfillment of kettle shifts
- source, establish and maintain ongoing contact with service, community and volunteer groups interested in supplying volunteers to the campaign. This may include creating and delivering presentations.
- follow up with supervisory team to make sure all timelines and tasks are being completed and met in a timely manner
- 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 for delivery, set up, take down and return of all kettles and items are met
- respond to any community concerns or complaints regarding kettle locations and workers
- ensure all required campaign documentation is completed in a timely manner. This would include time cards, donation tracking and processing, hiring information and various databases
- 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

#### **QUALIFICATIONS:**

- previous experience and/or education in project management or campaign operation, as well as recruitment and supervision of paid/unpaid staff.
- proven ability in operationalizing program plans
- proven ability to multitask, work well and make decisions under pressure
- strong follow up and follow through skills
- excellent computer skills
- excellent communication/interpersonal skills
- valid "G" Driver's License required and access to a vehicle
- bilingualism an asset
- must be available to be on call evenings and Saturdays from mid Nov until Dec. 24

#### **Successful candidate will be required to provide upon hiring:**

- A current clear Police background check

**HOURS:** Varies

*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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