|  |  |  |  |
| --- | --- | --- | --- |
| Position Title: | Kettles Supervisor | Competition #: | 39/21 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | 1 Temporary Full time contract position ending January 14, 2022 |
| Salary Range: | $20.50 | Date posted: | August 23, 2021 |
| City: | Ottawa | Posting Expires: | August 29, 2021 |
| Applications Accepted By: | | | |
| Fax at 613 241-2818 or Email at: jobs@saobc.org  **Attention:** Employee Relations Department  **Please no phone calls.** | | | |
| 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**  Operationalize the Ottawa Kettle Campaign work plan and provide overall supervision to the day-to-day operations of the campaign ensuring its annual objectives are met. Focus will be placed on volunteer recruitment with the aim of maintaining a 40% volunteer rate.  **Accountabilities:**   * Establish contact with venue management at multiple locations to confirm yearly placement of kettles at previously used locations and secure placement at new locations * Establish a donation processing team of 12 volunteers * Lead the recruitment and training process for the campaign supervisor, driver and kettle attendant positions * Establish and maintain, with the kettle support team, a volunteer centric approach to the campaign * Monitor and coach support 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, compete 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   **WORKING CONDITIONS:**   * Typically an office setting however will be expected to operate within the community by visiting venues and potential volunteer groups * Average amount of key boarding and sitting   **Education, Qualifications and Certifications:**  Previous experience and/or education in project management or campaign operation  **Experience and Skilled Knowledge Requirements**  Minimum of 1-3 years of prior related experience in supervising large teams   * Develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities   **Skills and Capabilities (examples provided below):**   * Understands team dynamics and how to motivate people * Attention to detail, problem solving and analytical skills * Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility * 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 * Clear’ Police background check dated within the last 30 days   **Hours:**  Monday to Friday 8:00am - 4:30pm with alternating weekends and 1 evening a week  *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. | | | |