|  |  |  |  |
| --- | --- | --- | --- |
| 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. |