



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Christmas Kettle Campaign Coordinator	Competition #:	N/A
Department:	Community & Family Services	Position Type:	Temporary, full time
Salary Range:	\$13.00/hour	Date posted:	September 5, 2017
Location:	Chatham	Posting Expires:	September 18, 2017
Applications Accepted By			
Fax 519-354-1919 or E-mail: karen_holland@can.salvationarmy.org Attention: Captain Karen Holland Please no phone calls.		Mail: The Salvation Army Chatham-Kent Ministries Attention: Captain Karen Holland P.O. Box 715 Chatham, ON N7M 5K8	
Job Description			
RESPONSIBILITIES: Responsible for the recruitment, orientation and performance management of Kettle Workers employees and volunteers Expected to work in cooperation with the Community Ministries Director and Corps Officer Coordinate the schedule for kettle workers and responds to emergency absences, etc. Foster and maintain positive working relationships with kettle sites Host at a kettle as required ensuring necessary coverage for breaks, etc. Ensure that kettle locations have adequate supplies of literature etc. Represent The Salvation Army in a positive, professional manner. Record statistical data and prepare weekly time sheets as required. Maintain accurate records of volunteer's information using Kettle Program (computerized) Contact churches, schools, businesses and other organizations to fill volunteer spots on kettles. Assist in counting kettle income. Prepare and send out appropriate Thank you letters to groups and volunteer hours for students. Post campaign prepares an overall report on the campaign to be submitted to the Community Ministries Director. Post campaign; retrieve all equipment/supplies from various kettle locations. Perform other position related duties as required.			
QUALIFICATIONS: Completed High School Minimum of three (3) months of prior related experience Experience in office administration Excellent communication and interpersonal skills Ability to multi-task and work well in a fast-paced office setting Experience with general office equipment and must have strong skills and experience in Microsoft Office applications Valid Ontario Class "G" Driver's license, own vehicle and insurance, a copy of current driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required Provide an original copy of a Background Check screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the National Canadian Policy Information Centre (CPIC) or through a local police detachment. Support for and an understanding of the mission and purpose of The Salvation Army in Canada.			
This is a temporary, full time position based on 40 hours per week. The normal hours of work are 8:30 a.m. to 4:30 p.m. with a 1 hour paid meal break. Once the kettle program begins, shifts will include days, afternoons, and evening shifts, Monday through Saturday, flexibility in scheduling is required.			
Start Date: October 2, 2017		End Date: December 29, 2017	
Interested applicants must respond in writing with a cover letter and resume			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<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. Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.</i>			

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.