



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army

Ontario Great Lakes Division

Job Title:	Christmas Support Worker	Competition #:	N/A
Department:	Community & Family Services	Position Type:	Temporary, full time
Salary Range:	\$12.00/hour	Date posted:	September 5, 2017
Location:	Wallaceburg	Posting Expires:	September 22, 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: Assist with the recruitment, orientation and performance management of Christmas Kettle Campaign volunteers. Expected to work in cooperation with the Family Services Caseworker. Maintain an accurate list of volunteer information. Foster and maintain positive working relationships with volunteers and kettle sites. Help to ensure that Kettle location bags have adequate supplies of literature etc. Assist with the drop off and pick up of kettles. Post campaign, ensure all kettle supplies are returned to storage area. Assist in the daily activities of Family Services during the Christmas Season. Assist with the recruitment, supervision, of volunteers during hamper preparation. Assist with pick up of food and toy donations. Provide administration support, answer telephones and greet walk-in donors and clients. Record statistical data in a clear, organized and accurate manner Perform other position related duties as required.			
QUALIFICATIONS: Completed High School Minimum of three (3) months of prior related experience Experience organizational skills Excellent communication and interpersonal skills Ability to multi-task and work well in a fast-paced office setting Experience with general office equipment and Microsoft Office applications Valid Ontario Driver's license, own vehicle and insurance Provide an original copy of a Background Check screening (where applicable) 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. May require screening through The Salvation Army Abuse Registry. Support for and an understanding of the mission and purpose of The Salvation Army in Canada. NOTE: Alternative combinations of education and experience may be considered			
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 30, 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.