

Employment Opportunity The Salvation Army Ontario Division

Position Title:	Christmas Kettle Coordinator	Competition #:	20-091
Ministry Unit:	Brockville Community Church	Position Type:	Temporary Full Time
Salary Range:	\$14.00 - \$19.60 per hour	Date posted:	September 24, 2020
City:	Brockville, Ontario	Posting Expires:	October 16, 2020
Applications Accepted By:			
E-mail Stephen_McNeilly@can.salvationarmy.org			
Attention: Major Stephen McNeilly			
Please no phone calls.			
Position Description			
<p>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.</p> <p>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.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>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.</p>			
POSITION PURPOSE SUMMARY:			
To provide overall supervision of the day-to-day operation of the Christmas Kettle Campaign in Brockville/Prescott, ensuring it meets its objectives for the annual Christmas Kettle Campaign.			
RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Provide general oversight of the Kettle Campaign • Provide oversight to the Kettle workers and the recruitment, training, scheduling and ongoing performance of workers and volunteers • Determine locations and placement of kettles • Ensure the appropriate contracts with business establishments and service groups are current • Coordinate Kettle kick-off, and other promotional events through supervisor and the Public Relation and Development Department • Forward and follow through with any complaints or concerns from public, volunteers or workers • Oversee the pick-up/drop off of kettles • Update and maintain online database • Receive and respond to telephone calls from volunteers or general public • Forward schedules to coordinator for approval • Referring when appropriate • Create and update promotional material required during campaign • Complete required documentation for volunteers • Complete timesheets as required • Assist with the pick-up and exchanges of Kettles as required • Always ensure Kettle Kits have required supplies and information • Visit various Kettle locations to monitor recruits and answer any questions • Complete and forward a final report to include recommendations 			

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- Create and deliver presentations to community groups interested in supplying groups of volunteers
- Ensure all Kettle location items (kettles, signs, etc.) are in good working condition and inventory levels are sufficient for duration of campaign
- Ensure timelines are met for delivery, set up, take down and return of all kettles and items, as required
- Ensure an appropriate training opportunity is developed and delivered to kettle campaign volunteers
- Monitor to ensure that all Kettle locations are appropriately attended
- Respond to any community concerns or complaints regarding Kettle locations and/or workers
- 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
- Work in compliance of all Salvation Army policies and procedures

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Minimum one year plus of experience in volunteer coordination
- Excellent interpersonal, communication and organizational skills
- Ability to work independently as well as in a team-oriented setting
- Proficient computer skills including; Microsoft Word, Excel and Internet
- Knowledge of available resources in the community
- Able to work in compliance with The Salvation Army Mission Statement
- Comfortable working in a Christian environment with the ability to demonstrate empathy and compassion
- Previous experience managing/ supervising staff and volunteers
- Possess a valid driver's license with access to a reliable vehicle

Successful candidate will be required to provide upon hiring:

- A clear criminal record check
- A clean drivers abstract

HOURS: 40 hours per week, flexible due to nature of position

Must be able to work December 24; flexible hours when needed, including evenings and Saturdays

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.