

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Christmas Kettle Coordinator	Competition #:	20-105
Ministry Unit:	North York Temple	Position Type:	Temporary Full Time
Salary Range:	\$14.00 – \$20.21 per hour	Date posted:	September 24, 2020
City:	North York	Posting Expires:	October 16, 2020
Applications Accepted By:			
E-mail: Norma_Pineda@can.salvationarmy.org Attention: Norma Pineda Please no phone calls.		Mail:	
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:			
<p>The Christmas Kettle Campaign is the main fundraising program in support of the work of the Community and Family Services Ministry.</p>			
RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Provide general oversight of the Christmas Kettle Campaign from October 26 – January 8, 2021 • Recruit, train, supervise and lead volunteers and hourly employees for duration of campaign (ensure all necessary paperwork and time sheets are completed on time, kettles are monitored at all times etc.); establish teams to count, track and report all kettle funds to Kettle Coordinator and maintain excellent records of all monies received from kettles; schedule teams to pick up all kettles nightly) • Be the “Face of the Salvation Army” (be a positive, professional representative); establishing and maintaining relationships with local businesses. This would include receiving and responding to concerns from community and/or businesses, volunteers and hourly employees in courteous manner and working with various forms of local media to promote the Christmas Kettle Campaign. You will also solicit service clubs, organizations, and other churches to recruit volunteers for Kettles Campaign • Contact businesses for kettle placement and storage of supplies; keeping inventory of supplies at all times (ensuring that all supplies/equipment are in good working order) and submitting lists when ordering of supplies is needed 			

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.

Employment Opportunity

The Salvation Army Ontario Central East Division

- Pick up and drop off kettle equipment/supplies as needed, specially having oversight in picking up all the Moneris Wireless terminals
- Attend Christmas Kettle Information Session(s)
- Perform other Christmas Kettle Campaign Coordinator duties assigned by either Kettle Coordinator or Corps Officer
- Work a flexible schedule which will include evenings and Saturdays
- Complete and forward a final report (including recommendations)

QUALIFICATIONS:

- Minimum High School Diploma
- Previous experience and/or education in special event organization, fundraising, campaign operation and/or supervision of paid/unpaid staff an asset
- Valid "G" driver's license required and access to vehicle
- General working knowledge of office equipment and Microsoft/computer programs
- Understand and work in accordance with the Mission Statement of The Salvation Army
- Excellent time management, organization skills (multi-tasking, working well under pressure), communication/interpersonal skills
- Must be able to work independently and be a self-starter

Successful candidate will be required to provide upon hiring:

- A clear criminal record check
- A clean drivers abstract

HOURS: 35-40 hours per week. Work a flexible schedule which will include 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.