

EMPLOYMENT OPPORTUNITY

The Salvation Army
Ontario Great Lakes Division

POSITION: CHRISTMAS KETTLE COORDINATOR
TEMPORARY POSITION (3 required)

FACILITY: Ontario Great Lakes Divisional Headquarters
371 King St
London, ON N6B 1S4



Giving Hope Today

GENERAL DESCRIPTION OF THE POSITION

The Christmas Kettle Campaign is The Salvation Army's single most important fundraising appeal. With over 40 separate retail locations for kettles over a 5 week period, 4 people work closely together under the supervision of the Public Relations Kettle Coordinator to manage:

- Volunteer Recruitment
- Database and scheduling
- Kettle placement and Maintenance
- Nightly Pickup of kettles and delivery to safe location
- Hosting a kettle as required

The campaign operates from November 23rd to December 24th, with the expectations that the zone coordinators will be available 6 days a week (Monday thru Saturday) during this time frame.

It is a necessity that coordinators understand working flexible hours, including working approximately 2 hours in the evening dependent upon successful placement of volunteers.

A training and orientation process is required prior to the employment period so that successful applicants are fully trained prior to the start of the campaign.

DUTIES AND RESPONSIBILITIES:

Reporting directly to the Public Relations Kettle Coordinator, the successful candidate will be required to:

- Work with the PR Kettle Coordinator to determine kettle pickup routes and schedules.
- Contact churches, businesses and other organizations to fill volunteer spots on kettles
- Respond to volunteer inquiries by telephone and email within tight time frames
- Respond to volunteer inquiries provided by the PR Kettle Coordinator and/or assistants
- Schedule volunteers on the computerized kettle program, ensuring all kettle locations are covered daily.
- Keep accurate records of volunteer information, using provided software
- Ensure kettle locations are kept well-stocked with supplies (i.e. Literature, etc)
- Deliver and pick-up kettles to/from sites daily, ensuring the security of donations.
- Hosts at a kettle as required ensuring necessary coverage for breaks, etc.
- Represent The Salvation Army in a positive, professional manner.
- Retrieve all equipment/supplies from various kettle locations.
- Perform other position related duties as required
- This position requires some flexibility in schedule. Some evening and Saturday work required

DESIRED QUALIFICATIONS:

- Completion of High School
- Excellent communication and interpersonal skills
- Computer with Internet Access
- Good working knowledge of email and Internet based programs
- Valid Ontario Driver's license with own vehicle
- Ability to lift up to 20 lbs/10 kilos
- Understanding and support of the Mission of The Salvation Army
- Provide an original copy of a Criminal Records Check (CRC) with vulnerable sector screening secured through either the national Canadian Police Information Centre (CPIC) or through a local police detachment;
Note: A satisfactory criminal background check is required.
- Screening through The Salvation Army Abuse Registry.

SALARY/GRADE: Temporary Seasonal Position

Wage Rate: \$14.00 per hour – position grade 7

EMPLOYMENT PERIOD: Begins September 2012 and ends December 24th 2012

September (*Approximately 16 to 20 hours required for the month*)

- Orientation and Training
- Contact and tour of kettle locations and introduction to location managers

October (*Approximately 16 to 20 hours required for the month*)

- Begin confirmation of service groups, church organizations as replies come in

October 29th to December 24th

- 30 hours per week schedule begins

Interested applicants must provide resume and cover letter and respond in writing by August 10th to:

Mike Couture

EMAIL: mike_couture@can.salvationarmy.org

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS