



Employment Opportunity - Ontario Division

Job Title:	Kettle Attendant	Competition #:	49/23
Department:	Kettle Campaign	Status/Position Type:	150 Temporary positions ending December 24, 2023
Compensation:	\$16.55	Unionized:	No
Ministry Unit:	Ottawa Booth Centre	Date posted:	October 24, 2023
Address:	171 George Street	Posting Expires:	November 6, 2023

APPLICATIONS ACCEPTED BY:

Fax at 613 241-2818 or Email at: kettles@saobc.org

Attention: Melanie Skeggs

Please no phone calls.

MISSION, VISION AND VALUES:

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.

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.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

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.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The Christmas Kettle Worker provides courteous oversight of a designated Christmas kettle in support of the work of the Community and Family Services.

Accountabilities:

- Ensure the Kettle site is monitored in accordance with the Kettle Guidelines, ensuring the security of donations received
- Greet and thank donors courteously
- Respond to questions/queries from potential donors
- Perform other related duties as required

Working Conditions:

- This is a temporary casual relief position based on no standard weekly hours of work; there are no guaranteed hours
- Must be willing and able to work shifts that may include days, afternoons, evenings, weekend shifts, and split shifts, Monday through Saturday. Applicable shifts include a ½ hour unpaid meal break





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- Flexibility in scheduling is required, as the hours may increase as per the Christmas Kettle Campaign operational requirements
- Local travel may be associated with this position.

Education, Qualifications and Certifications:

- Completed High School or equivalent
- Related experience is an asset

Skills and Capabilities:

- Excellent interpersonal skills, integrity, and adaptability
- Ability to work with minimal supervision
- Ability to stand for long periods of time
- Reliable transportation to kettle location
- Ability to represent The Salvation Army positive and professional manner in the community
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures
- Honest, courteous, and punctual; represent the organization in a positive, professional, and engaging manner
- Treat the property of The Salvation Army with due care and caution
- Attentive listening skills for the purpose of supervision, coaching, and conflict resolution
- Ability and willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities

Hours - various hours (Part Time/On Call)

- **ADDITIONAL INFORMATION:** Working hours – Monday to Saturday, Flexible (Days, Evenings and Saturdays) Bilingualism (French and English) an asset

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

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

You must advise your managing supervisor of your intentions prior to submitting your application.

