



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Kettle Support Worker	<b>Competition #:</b>	41/22
<b>Department:</b>	Kettles	<b>Status/Position Type:</b>	2 Temp Full-time positions ending December 24, 2022
<b>Compensation:</b>	\$20.00	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Date posted:</b>	September 23, 2022
<b>Address:</b>	171 George St.	<b>Posting Expires:</b>	October 6, 2022

### APPLICATIONS ACCEPTED BY:

Email at: [jobs@saobc.org](mailto:jobs@saobc.org)

Fax at 613 241-2818

**Attention:** Human Relations Department

**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 Kettle Support Worker provides support during the Christmas season on a temporary basis.

#### Accountabilities:

- Recruitment of volunteers via telephone calls
- Answers phones and responds to volunteer inquiries as required
- Enters volunteer scheduling data into the computerized kettle program
- Complete shift reminder phone calls and/or voice mail messages for volunteers
- Perform other related duties as required
- When necessary, provide on the spot coaching of attendants and drivers
- Act as main contact for kettle drivers
- Ensure kettle drivers prepped on a daily basis for their routes
- Ensure donations are received, stored and secured as per operating policy
- Ensure kettle attendants and driver hours are accurately entered into Ultipro on a daily basis
- When necessary, may fill in as emergency driver if staff schedule has shortage





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### **WORKING CONDITIONS:**

- This is a temporary position
- Shifts may include days, afternoons, and evening shifts, Monday through Saturday, flexibility in scheduling is required
- The Coordinator will set the hours of work and work schedule
- Working environment is typically in the office in generally agreeable condition
- Required to wear supplied COVID PPE
- Ability to lift/move up to 10 lbs. (4.5 kgs) in a safe manner

### **Education, Qualifications and Certifications:**

- Completed High School

### **Experience and Skilled Knowledge Requirements:**

- Minimum of one (1) year of prior related experience working in community-based programs would be a definite asset
- Strong skills in all Microsoft Office products and good working knowledge and experience with email and internet-based programs
- Valid Ontario "G" driver's license and current clean driver's abstracted dated within the last 30 days

### **Skills and Capabilities:**

- Strong oral and written communication skills
- Good organization, strong oral and written communication, and interpersonal skills
- Self-motivated and disciplined
- Participate as an active and responsible team member
- Ability to represent the organization in a professional and engaging manner
- Attention to detail, problem solving and analytical skills
- Ability to work with little supervision but also able to accept direction when necessary
- Maintain information in confidence as required
- Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures
- Treat the property of The Salvation Army with due care and caution
- Ability to undergo applicable screening and background checks successfully that are satisfactory to The Salvation Army, in its sole discretion (i.e., The Salvation Army Abuse Registry) and provide an original copy of a Background Check screening
- 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



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Hours: Will Vary

Please quote job# 41/22 when applying for this position.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**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.

