



Giving Hope Today

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# Kettle Coordinator

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Published October 6, 2021

Location Winnipeg

Job Type [Seasonal](#)

Ministry                      Heritage Park Temple  
Unit/Dept:

Salary Range:    \$15.70 per hour

Address:                      825 School Road

Posting                      October 14, 2021  
Expires:

Applications                E-mail:  
Accepted By:                tina.howard@salvationarmy.

- Attention: Capt. Tina  
Howard

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## DESCRIPTION

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.

**Core Values** The Salvation Army Canada and Bermuda has four 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.

### **Position Purpose Summary:**

The Kettle Coordinator ensures the smooth running of the kettle campaign, maximizing donations and coordinating staffing (employees and volunteers).

- Full time Temporary (until Dec. 24, 2021)
- 20-35 hours per week

- Days/times vary

## KEY RESPONSIBILITIES:

- Recruit, train, and direct kettle volunteers; train, direct and work alongside kettle workers
- Schedule kettle workers on the kettle program (computerized), ensuring all kettle locations are covered daily
- Create a kettle schedule for both kettle workers (paid) and volunteers
- Expected to work in cooperation with the Divisional Public Relations Department and HPT staff
- Keep accurate records of volunteer information, using the Kettle Program
- Ensure kettle locations are kept well-stocked with supplies, including those related to health and safety protocols.
- Contact churches, businesses and other organizations to fill volunteer spots on kettles
- Coordinate the schedule for kettle workers and respond to emergency absences, etc.
- Coordinate delivery and pick-up of kettles to/from sites daily, ensuring the security of donations
- Work flexible schedule to include evenings and weekends
- Works on-call and carries a cell phone
- Represent The Salvation Army in a positive, professional manner

# QUALIFICATIONS AND EDUCATION REQUIREMENTS:

## Education/Certifications:

- Completed High School

## Experience:

- More than three months but less than one year of prior related experience.
- Experience in office administration
- Experience with Microsoft excel, Microsoft Word
- Experience with general office equipment and a proficiency in Microsoft Office applications

# PREFERRED SKILLS/CAPABILITIES:

## Required Skills/Knowledge:

- Proficiency in Microsoft Office applications
- Ability to lift and carry equipment of light to moderate weight in winter conditions will be required
- Ability to multi-task and work well in a fast-paced office setting

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- Education verification

- This position requires the successful candidate to have a valid driver's license and an acceptable drivers abstract. The successful candidate would have to provide proof upon being hired. Use of own vehicle preferred.

**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. Internal Applicants, must advise your managing supervisor of your intentions prior to submitting your application.**

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Current

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Niagara Orchard](#)  Fort Erie,  
ON

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