



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Assistant Kettle Coordinator

Location: Calgary – Downtown and 1731 - 29th Street SW

Position Type: Temporary Full-time

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada's largest non-governmental providers of social services. An organization that has people at the core of its mission, they have taken unprecedented measures during COVID-19—altered their programs and service delivery—to ensure that those who rely on them for help stay healthy and safe.

Mission and Core Values

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.

Our values underpin all that we do:

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 Summary

Assists the Community Ministries Manager with the administration of Campaign, supervising Kettle Workers and managing Kettle Volunteers.

Hours/Schedule

This position is Temporary Full-Time 37.5 – 44 hours per week;

October to November 19: Monday to Friday (9am to 5pm)

November 19- December 24: Monday to Saturday (2:30pm to 10pm)

December 28- Jan 8: Monday to Friday (9am to 5pm)

Key Responsibilities

Assists the Community Ministries Manager, managing the evening aspects of the annual Christmas Kettle Campaign

Supervises the bagging & securing of donations in the evening

Creates the Evening Kettle Workers schedule and provides support throughout the evening

Assists with updating daily volunteer schedules & ensures Kettle Workers are aware of changes to the volunteer schedules

Takes supplies to Kettles or picks up Kettles if needed or fills in at an empty Kettle, as required

Other related duties as required

Required Competencies

Completed college diploma

At least one year experience of working with volunteers

Able to work flexible work hours, including evenings and Saturdays during the Kettle Campaign

Computer skills (Excel, Microsoft Word)

Ability to communicate in a clear, concise manner using positive language

Remarkable problem-solving skills, using creative & critical thinking; and, must have superior time management skills with the ability to use priority management

Confidence in making decisions quickly and accurately

Valid class 5 driver's license and a reliable vehicle

Possess mobile phone with sending and receiving text capabilities

Knowledge and interest in the programs and services this campaign supports and a commitment to fulfilling the mission of The Salvation Army

Position will remain posted until the right candidate is found.

Please apply by sending a resume to: hrresumes@salvationarmycalgary.org and in the email subject line please include the Competition # **KC090420 of the position for which you are applying.**

In accordance with The Salvation Army policy and legislated requirements, employment is conditional upon the verification of credentials and completion of a background check.

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.



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