



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Kettle Campaign Receptionist – Day

Location: Calgary – Barbara Mitchell Family Resource Centre 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

To provide general reception duties including greeting volunteers, scheduling volunteer shifts and coordinating with Kettle Team Leaders, completing volunteer data entry; other office/warehouse duties as required to meet program goals.

Hours/Schedule

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

October - November 19, 2020: Monday to Friday (9am to 5pm)

November 20 – December 24, 2020: Monday to Friday (9am to 5pm) Saturday (10 am to 2:30 pm)

Key Responsibilities

Work as a team with the Community Ministries Manager, the Assistant Kettle Coordinator and the Evening Kettle Receptionist

Answer telephones, schedule, confirm and support Kettle Campaign volunteers

Confirm all volunteer shifts on a nightly basis

Assist with updating daily volunteer schedules & ensure Area Team Leaders (ATL) are aware of changes to their volunteer schedules

When needed, take supplies to Kettles or pick up Kettles if needed or fill in at an empty Kettle

Other related duties as required

Required Competencies

Completed High school

At least 6 months of experience working as a receptionist

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

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Proficient in Microsoft Office Suite

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

Confidence in making decisions quickly and accurately

Valid class 5 driver's license and possess 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

A satisfactory Police Information Check (PIC) with Vulnerable Sector search and Child Intervention Check

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 # **KC100620(D) of the position for which you are applying or click on https://www.indeedjobs.com/the-salvation-army-93f2e00/hl/en?cpref=JXWAtnzf3XW5aRnY2g_zoikN87qYWwuQGAvpq64qmS4 to apply directly on indeed.**

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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