



**Employment Opportunity**  
**The Salvation Army Alberta & Northern Territories Division**  
**The Salvation Army Community Services (Calgary)**

**Assistant Kettle Campaign Supervisor (Daytime)**

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 work with the Kettle Campaign Supervisor and Kettle Team to implement program logistics, supervise Kettle Team Leaders and help the team reach its annual fundraising goal.

**Hours/Schedule**

This position is **Temporary Full Time 35 hours per week Monday to Friday (9:00 am - 4:30 pm pre and post campaign and 37 hours per week Monday to Saturday (9:00 am - 4:30 pm) during the campaign.**

**Expected start date:** November 3, 2021 **Expected end date:** January 14, 2022.

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## Do you thrive as part of a energetic team working to reach a goal?

### What you will be doing as part of the team:

- Ensure all logistics are in place for the implementation of the daytime Kettle Campaign shifts.
- Work with the evening supervisor to maintain equipment and materials for the Kettle program.
- Troubleshoot and follow-up on any concerns related to kettle program.
- Create and communicate the pick up schedule daily to daytime Kettle Team Leaders.
- Assist with training, supporting, scheduling, supervising and inspiring Kettle Campaign staff.
- Maintain and enhance relationships with businesses that support the Kettle Campaign.
- Maintain the volunteer database in conjunction with other Kettle Campaign staff.
- Review time sheets and mileage forms for the Kettle Team Leaders
- Create an overview of each kettle location's performance
- Complete end of campaign statistics for the final report
- Ensure the Kettle Campaign reflects the values, standards, and philosophy of The Salvation Army.
- Assist with the implementation of the January Volunteer Appreciation event.

### What you will bring to the team:

#### Qualification and Education:

- High School Diploma
- Valid Class 5 Driver's license
- A 3-year Driver's Abstract that is satisfactory to The Salvation Army, in its sole discretion.
- A reliable personal vehicle, and vehicle insurance, for work business purposes.
- A mobile phone, with text and image sending and receiving capabilities, for work business purposes.

#### Experience and skills:

- At least 1 year of relevant experience such as event management, volunteer management, fundraising and/or project management.
- Experience scheduling and supervising a group of more than 6 staff.
- Attention to details, problem solving and critical thinking.
- Good communication skills.
- Mature self-starter requiring minimal supervision.
- Ability to remain calm when there is high demand.
- Strong sense of integrity and confidentiality.
- Competent at electronic data entry and familiar with database software, as well as the ability to analyze data.

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- Well-organized multi-tasker who enjoys and works well in a fast-paced environment.
- Able to lift up to 40 pounds.
- Desire to support the mission of the Salvation Army, work in a compassionate.

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

- Background check consent
- Satisfactory Police Information Check and vulnerable sector search.

*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.*

This competition will remain open until the right person is hired.

If you want to be part of this dynamic team, please send your resume to: [hrrsumes@salvationarmycalgary.org](mailto:hrrsumes@salvationarmycalgary.org) and reference **Competition #: KC1000621-D**



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