



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

**Kettle Team Leader (Evening)**

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**

This position works with the Kettle Campaign Supervisor and Assistant Supervisor on the kettle location logistics, and supporting the volunteers at the Kettles, to help the team reach our annual fundraising goal.

**Hours/Schedule**

This position is **Temporary Monday to Saturday 5:30 pm – 9:30 pm** (the end time may vary.) **Start date:** November 13, 2021 **End date:** December 23, 2021.

*There will be one paid training day before the start date.*

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## Do you thrive as part of a team that raises funds to make a difference in the lives of people in our community?

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

- Transport Kettle stands, Kettles and location kits to their assigned locations and assist in final Kettle pick-ups.
- Check in with, and provide breaks, to Kettle volunteers daily at each assigned city location.
- Fill in for absent volunteer, as required.
- Daily communication with Assistant Campaign Supervisor.
- Track and submit paperwork as required; including timesheets, expenses and daily logs
- Restock kettle locations with supplies; empty kettle and information cards daily.
- Provide timely pick-up and delivery of the donations from various Kettle locations, as needed.
- Exchange Tip Tap batteries as needed and track on daily sheets.
- Assist with training, supporting, scheduling, supervising and inspiring Kettle Campaign staff.

### What you will bring to the team:

#### Qualification and Education:

- Completed secondary/high school.
- 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:

- Previous experience working with volunteers.
- Excellent communication and organizational skills.
- Ability to work with little supervision.
- Honest, courteous, and punctual; prepared to act in the best interest of The Salvation Army.
- Able to maintain information in confidence and exercise good judgement.
- Excellent interpersonal skills, integrity, and adaptability.
- Knowledge and interest in the programs and services this campaign support.
- Desire to support the mission of The Salvation Army.

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

- Background check consent
- Satisfactory Police Information Check

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*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:  
[hrresumes@salvationarmycalgary.org](mailto:hrresumes@salvationarmycalgary.org) and reference

**Competition #: [KC1000621-KTLE](#)**



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