

# Employment Opportunity

## The Salvation Army Ontario Division

<b>Position Title:</b>	Kettle Driver	<b>Competition #:</b>	55/21
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	8 Temp Part time positions ending December 24, 2021
<b>Salary Range:</b>	\$19.00	<b>Date posted:</b>	October 26, 2021
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	November 1, 2021

### Applications Accepted By:

Fax at 613 241-2818 or Email at: [jobs@saobc.org](mailto:jobs@saobc.org)

**Attention:** Employee Relations Department

**Please no phone calls.**

### Organization 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

Working in teams of two (2) and sharing all job duties, Kettle Campaign drivers will be responsible for delivering and picking up The Salvation Army kettles at various locations throughout the City of Ottawa as well as supporting Kettle attendants in the field.

Drivers are required to work Monday – Saturday evenings and are required to spend considerable time in a vehicle with another driver. COVID best practice safety procedures, including wearing a mask at all times, will be strictly enforced.

### ACCOUNTABILITIES

- Assist in car retrieval and kettle set up prior to start of campaign and tear down and return of vehicles at conclusion of campaign
- Ensure cars are road ready at all times
- On a daily basis, deliver and pick up kettles from assigned locations throughout the City
- Ensuring all kettles are 'next day' ready at the end of the day, including ensuring all COVID safety protocols are followed
- Deliver the 'end of day' kettles for processing
- Support the Kettle Lead, organizational messages and expectations while in the field and provide follow up to Kettle attendants as requested by the Kettle Lead
- Be proactive to requests and trouble shoot while on the road.
- Follow the provided schedule and complete all necessary paperwork
- Follow gas card use and receipting as per policy
- Ensure all COVID safety procedures and practices are followed and adhered to by self and Kettle attendants

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# **Employment Opportunity**

## **The Salvation Army Ontario Division**

- Act as a Kettle attendant when necessary
- Be presentable and approachable as an ambassador of The Salvation Army
- Follow all pertinent laws, statutes, and regulations while operating a motor vehicle

### **Working Conditions**

- May deal with angry and abusive clients
- May encounter verbal abuse

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

#### **Education, Qualifications and Certifications:**

- High school graduate
- Valid 'G' license with a minimum of 2 years current driving experience with a full license
- Current clear drivers abstract
- Must be able to present a 'clear' police background check

#### **Experience and Skilled Knowledge Requirements:**

- Must be able to work with a variety of people
- Knowledge of Ottawa region roadways
- Ability to concentrate while driving through traffic

#### **Skills and Capabilities:**

- Capable of lifting and carrying at least 50 lbs. for a short distance and up stairs
- Good interpersonal/communication skills
- Ability to work under pressure, work efficiently, follow instructions and think independently

**HOURS:** Monday to Saturday 5pm – 10pm (on call when needed)

*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.*

**We thank all applicants, however, only those candidates to be interviewed will be contacted.**