



## Employment Opportunity - Ontario Division

<b>Job Title:</b>	Volunteer Coordinator	<b>Competition #:</b>	
<b>Department:</b>	Employee Relations	<b>Status/Position Type:</b>	Part –Time, 20 hours per week
<b>Compensation:</b>	\$19.04 - \$28.56 an hour	<b>Unionized:</b>	No
<b>Ministry Unit:</b>	Journey to Life Centre	<b>Date posted:</b>	
<b>Address:</b>	545 Cumberland St N.	<b>Posting Expires:</b>	Until filled

### APPLICATIONS ACCEPTED BY:

**Email:** [ong.tbayadmin@salvationarmy.ca](mailto:ong.tbayadmin@salvationarmy.ca)

**Attention:** Human Relations

**Mailing Address:** Human Relations, The Salvation Army Journey to Life Centre, 545 Cumberland St N. Thunder Bay ON, P7A 4S2  
Please, no phone calls.

### MISSION, VISION AND VALUES:

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.

#### Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

#### 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.

### TERMS AND CONDITIONS:

#### POSITION PURPOSE SUMMARY:

The Volunteer Coordinator is responsible to develop and implement volunteer management strategies that equip and resource the Journey to Life Centre volunteer programs in providing a quality volunteer experience. The robust volunteer program includes the coordination of JTLC client and community volunteer opportunities within the Centre and at community events under the direction of the Senior Human Relations Advisor and in consultation with the Community Engagement Manager. This position will also provide support in the facilitation and delivery of various presentations and networking opportunities that represent The Salvation Army in the community.

#### ACCOUNTABILITIES:

##### Volunteer Coordination:

- Manage community volunteers and service groups which includes recruitment, onboarding requirements, conducting volunteer orientations and ongoing training
- Actively works to promote volunteer opportunities and performs all volunteer scheduling
- Monitor and report on the performance of all volunteers
- All other related duties as required.

##### Annual Christmas Kettle Campaign:

- Maintain a year-round focus, promoting awareness and building partnerships for the Christmas Kettle Campaign in consultation with the Director
- Work with the Community Engagement Manager to secure strategic kettle locations throughout the community and liaise with locations before, during and in appreciation, after the campaign
- Manage the kettle schedule and volunteers as approved by the Community Engagement Manager according to the process used by JTLC to ensure maximum coverage of all Kettle shifts and locations by organizing shifts with volunteers, service groups and approved kettle workers
- Coordinates the drop off and pick-ups of kettles/stands/supplies as well as the counting team and deposits of money daily
- Works with Community Engagement Manager to plan Campaign Kick-Off event and provide training to the Christmas Kettle Campaign Assistant

##### Special Events Coordination:

- Assist Community Engagement Manager and Program Services Director in coordinating donation drives, special projects, and fundraisers for programs, when required





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- Assist the Senior Human Relations Advisor in coordinating registration and attendance at local career and volunteer fairs
- Provide leadership in planning and coordinating volunteer recognition events and rewards including catering arrangements, event/facility booking, set up and clean up
- Work cooperatively with other non-profits to strengthen partnerships
- All other duties as required

### General Administration:

- Maintains the volunteer database as well as any required paperwork in keeping with Salvation Army policies and procedures
- Collects data and reports on statistics pulled from TSA programs
- Maintain a working list of contacts, connections and partnerships made that support the unit
- Responsible for various correspondence, newsletters, and administrative duties including occasional back up to the Community Engagement and Human Relations departments

### EDUCATION AND EXPERIENCE QUALIFICATIONS:

- Completion of relevant formal post-secondary education (Business Administration, Volunteer Management)
- 2 years but less than 3 years of related experience managing volunteers and volunteer programs or experience in an administrative position that requires a high level of detail and public interaction

### SKILLS AND CAPABILITIES:

- Strong organization, communication and planning skills; detail oriented, problem-solving ability
- Strong initiative and customer service orientation
- Ability to multitask, work under pressure in a fast-paced environment with good time management skills
- Strong computer skills including proficiency with MS Office
- Strong verbal, written and interpersonal communication skills
- Ability to work independently with confidence and integrity
- Ability to work cohesively as part of a team
- Sound understanding of The Salvation Army, its mission and its principles and a willingness to adhere to them

### MANAGERIAL/TECHNICAL LEADERSHIP RESPONSIBILITY:

- This role reports directly to the Senior Human Relations Advisor with some direction and guidance provided by the Community Engagement Manager and Program Services Director
- This role does not have any full-time direct reports but will supervise Contract Christmas Kettle Campaign Assistant and approximately 400 volunteers

### WORKING CONDITIONS:

- Computer use, sitting at a workstation, Christmas Kettle collection/pickup, paperwork, filing, meetings.
- Driving in all types of weather, and some evening driving required.
- May be exposed to some verbal abuse from disadvantaged clients with mental health or addiction issues.
- Hours of work are 20 hours per week, Monday through Friday, with flexibility in start and end time. Increased work schedule when campaigns are active.
- Handling money in public view.
- May be required to lift on occasion, as required.

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**





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We thank all applicants, however, only those candidates to be interviewed will be contacted.  
*You must advise your managing supervisor of your intentions prior to submitting your application.*

