

Kettle Campaign Coordinator

The Salvation Army - Northern Division



Qualifications

- High School diploma or GED required
- Must have a minimum 3 years of experience working with volunteers, recruiting and/or project management or other relevant type experience.
- Must have excellent communication skills.
- Ability to work some evenings and Saturdays.
- Ability to accept supervision and work with a team of co-workers.
- Ability to organize work, set priorities, meet deadlines, and complete tasks with a minimum of direction.
- Ability to use Salvation Army approved word processing, spreadsheet, data base management, and graphics/desktop publishing software packages.
- Valid Driver's License. (Must meet the guidelines provided by the State of residence and must have proof of current automobile insurance provider.)
- Must pass The Salvation Army background checks and meet the MVR driver's qualifications.

- Willingness to support the philosophy, goals, and objectives of The Salvation Army.
- It must be understood by the incumbent that the provisions of Safe From Harm will apply upon commencement of employment and also understood that the required Safe From Harm training be satisfactorily completed within the first thirty (30) days of starting.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Management skills and the ability to work with volunteer staff are needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High school graduate or equivalent, experience in emergency services helpful.

Position Summary

Responsible for assisting the Corps with and managing the Christmas Kettle fundraising campaign. This position, ending on or about December 30th, has a workweek expectation of several hours including some evenings and Saturdays.

Essential Duties and Responsibilities

This job description is not all inclusive. It is intended to identify the essential duties of the position. Other duties, responsibilities and tasks may be assigned by corps officer/administrator.

- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relationships with co-workers and supervisors. This would include but not be limited to such actions: resolution of conflicts in a professional manner; courteous treatment of staff, visitors and clients; respect of others' property and person, professional and appropriate communication to and about co-workers, supervisors, and subordinates. Support the Mission of The Salvation Army by treating every client, donor, and colleague with respect and dignity, and without discrimination of any kind.

Supervising Kettle Workers

- Assist Volunteer kettle workers.
- Discuss disciplinary problems with Field Representative.
- Keep accurate account of volunteers.

Daily Kettle Schedules:

- Print kettle schedules for current day for kettle volunteer ringers.
- Take calls regarding scheduled times and schedule conflicts

Organize/driver to deliver/pick up kettles as needed

- Coordinate daily site check through the day to ensure that workers are working.

Supervising Volunteer Counters

- Ensure good communication and relations with all volunteers.
- Instruct volunteers of their duties before ringing at kettle.

Counter Kettles

- Distribute to locations at the beginning of the season.

- Empty them on a weekly basis.
- Pick up at the end of the season and put into storage.

Additional Functions

- Assist in sorting money as needed.
- Responsible for securing money and putting it into Salvation Army account at bank.
- Fill in on routes as needed
- Other duties assigned

Directly supervises volunteer kettle workers. Carries out supervisory responsibilities in accordance with Salvation Army policies and applicable laws.

Note: Duties and responsibilities may be added or changed at any time at the discretion of Divisional Headquarters or the Field Representative, formally or informally, either verbally or in writing.