



Christmas Sharing Coordinator

Temporary Casual Position – November 5th 2018 to January 4th 2019

Work hours will be variable and include evenings and weekends
(Maximum of 400 hours)

Position Summary:

Reporting to the Fundraising Coordinator, the Christmas Sharing Coordinator is a full-time, term position responsible for administrative and operational functions of the Christmas Sharing Program.

Qualifications:

Education/Experience:

- Completion of Grade 12.
- Experience managing and working with volunteers.
- Experience with inventory control.

Job Skills & Abilities

- Demonstrated financial management and budgeting skills.
- Excellent communication and interpersonal skills.
- Ability to interact effectively with community members, business owners, volunteers, and coworkers.
- A team player also able to work independently.
- Valid driver's license and reliable vehicle with appropriate insurance
- Minimum of two years recent related experience in the non-profit sector, with specific experience in social services sector.

Duties & Responsibilities:

- Arrange and oversee set up of toy warehouse location. Arrange for delivery of stored inventory, arrange for volunteers to set up tables and sort inventory, orient volunteers to warehouse
- To schedule, train and monitor appropriate volunteers to sort and pack hampers, and ensure appropriate registration with CCS.
- To track receipt of donations noting donor, address, description and value, using Excel spreadsheet.
- To keep confidential records of clients, volunteers and donations received.
- To fulfill the wishes of hamper applications in the best way possible.
- To promote the program positively in the community by speaking to the merits of the program in all communications.
- To represent the Agency and program at relevant community events.
- Provide program information to donors and applicants as needed.
- Ensure regular pick up of donations from multiple locations and delivery to warehouse by scheduling volunteers to do regular pick-ups. When necessary assist with pick-ups.
- Arrange and oversee shutdown of warehouse location including inventory.
- Perform other related duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Program Coordinator , Grid Level 12A at \$20.55 per hour.
- This position requires Union membership.
- This position is open all persons.
- This position requires successful completion of a criminal record check
- This position reports to the Fundraising Coordinator.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Matt Lutz, Human Resources Manager
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, October 4th, 2018