



UPDATED
09.22.2020

CURRENT JOB OPPORTUNITIES AT THE CAMDEN KROC CENTER

September 2020

Please contact me directly if you or someone you know is interested in any of these opportunities
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Remember! All applicants must have an understanding of and appreciation for the Mission of The Salvation Army and the Camden Kroc Center’s Core Values.

Title: Seasonal Support Assistant

!! NEW !!

Hire Date: 9/23/20

Department: Administration

Reports To: Kroc Center Administrators

End Date: 12/15/20

Pay rate: \$12.00 - \$13.00

Status: Non-Exempt

Schedule: Full time; 35 hrs. p/wk., including days, possibly nights, weekends and holidays.

Shift: Mon - Fri 8:00 am - 4:00 pm. Exact schedule will be determined based on need and availability.

Function: The Seasonal Support Assistant will provide office support to Kroc Center officers. Essential duties will include being the primary point of contact by answering/redirecting phone calls regarding holiday assistance; scheduling holiday assistance appointments for clients; preparing correspondence; receiving visitors; assisting with holiday assistance sign ups; preparation for Thanksgiving, Adopt-a-family and Christmas Toy distribution.

Minimum Qualifications:

- High School degree or equivalent.
- Excellent written and verbal communication skills –. Must be proficient in English and Spanish; able to clearly and enthusiastically communicate with clients
- Ability to recognize and maintain confidentiality and use discretion when sharing information appropriately.
- Demonstrable organizational skills.
- Proficient in all MSO: Microsoft Word, Excel, Visio, PowerPoint and Outlook.
- Proficient in web-based applications.
- Knowledge of operating basic office equipment including, but not limited to: computers, printers, copiers, etc.
- Must possess an understanding of and appreciation for the Mission of The Salvation Army and the Camden Kroc Center’s Core Values.

Title: Welcome Desk Associate I **!! NEW !!**

Department: Guest Services **Reports To:** Welcome Desk Supervisor

Pay Rate: \$11.75 **Salary Grade:** Non-Exempt

Schedule: Part Time, up to 29 hr/wk; **Supervises:** Program Attendants

Shift: Mon – Fri 5:30 AM – 11:00 AM and 4:00 - 8:00 PM; Saturdays 8:00AM – 4:00PM

Function:

The Welcome Desk Associate I (WDA1) is primarily responsible to foster a warm, inviting environment for our guests and patrons, creating an environment for exceptional guest experiences. In addition, WDA1 is responsible to provide tours of the Kroc Center, sell new memberships and contact members whose memberships have lapsed; provide information and answer questions regarding membership plans/available programs and any other facility information requested; answer and address incoming phone calls; verify membership program registrations through the CCMS/POS.

Minimum Qualifications:

- High School diploma or GED equivalency.
- At least 2 years previous customer service, sales and or cashier experience.
- **Bi-lingual in Spanish and English.** Must possess excellent verbal and written communication skills and be able to communicate effectively with guests, staff and other clientele.
- Strong computer and software application skills. Ability to effectively learn and use new software programs.
- Demonstrates good judgment, resourcefulness, flexibility, attention to detail, and problem solving. Proficient and accurate data entry skills.
- Thrive in a team-oriented work environment with the ability to work well in a fast-paced environment; maintain composure under pressure and hospitable regardless of the circumstances.
- Must have an understanding of, and appreciation for, the Mission of The Salvation Army and the Camden Kroc Center's Core Values.

Title: Food Pantry Assistant

Department: Outreach/ Food Pantry **Reports To:** Food Pantry Supervisor

Status: Nonexempt **Supervises:** May coordinate volunteers

Schedule: Part-Time, +20 hrs/wk - may include holidays, nights and weekend hours as needed

Function: The Food Pantry Assistant works with a dedicated passion to ensure the effective operations of the Camden Kroc Center's Food Pantry. Duties include but are not limited to:

Driving/loading/unloading/stocking; Data Entry of Client's information; Inventory Control; Indoor Cleaning/Maintenance; Outdoor garden and receptacles maintenance; Volunteers Coordination.

Minimum Qualifications:

- High school diploma or equivalent.
- Must have good verbal communication skills. (*Bi-lingual English / Spanish required.*)
- Good Standing NJ Driver's License.
- Must be able to drive 12 passenger van/pickup truck and trailer
- Must be able to regularly lift/load/unload 30 lbs. and up to 40 -60 lbs. as needed
- Must demonstrate a true passion for supporting the Food Pantry with the ability to go above and beyond stated requirements.
- Basic knowledge of MSO applications (Word, Excel, Outlook) A PLUS
- Good organization skills and timely follow up skills to ensure that any concerns are reported timely, clearly, and addressed in an appropriate time frame for overall cleanliness and safety.
- Must have an understanding of and an appreciation for the Mission of The Salvation Army and the Camden Kroc Center's Core Values.

Title: Essential Childcare Tutors

Department: Programs

Reports To: Child Care Supervisor

End Date:

Status: Hourly, Non-exempt

Supervises: Does not supervise another position; however, this position does oversee children

Schedule: Part-Time /Varied shift Mon – Fri

Function:

Under the leadership of the Child Care Supervisor this position is responsible for providing academic support, engaging activities, and student supervision in a safe, caring and enriching learning environment for children enrolled in the Salvation Army Camden Kroc Center's Child Care program. Responsibilities include prepare and lead lessons, supervise instructional play, assist with schoolwork, and keep required records.

Qualifications:

- Minimum age 21.
- Minimum 2 years prior experience working with children of varied ages, abilities, and special needs.
- Bilingual Spanish/English preferred.
- Completion of NJ Health & Safety Basics.
- Completion of Understanding Licensing (or completion within 90 days of hire)
- TB test or chest x-ray with insignificant results.
- Physical clearing employee to work.
- Successful fingerprinting and background checks.
- Professional level CPR certification.
- Standard First Aid certification.

Education:

- 2-year degree/college required with relevant coursework

Knowledge/Experience:

- Ability to exercise mature judgment and sound decision making - must be able to independently determine which policy to employ and act on it.
- Demonstrated effective verbal and written communication skills
- Can maintain a calm demeanor in emergency or confrontational situations
- Ability to keep confidences, loyalties, and practice professionalism
- Demonstrated work record of reliability and dependability
- Ability to produce work that is extremely detail oriented
- Working knowledge of Microsoft Word, Excel, Power Point
- Ability to learn Kroc Center's internal systems/programs
- Proven success engaging youth and adults in a positive and supportive manner
- Can work a flexible schedule to meet program staffing/planning needs



TITLE: *Red Kettle Bell Ringers – Hiring Now!*

Dept: Social Services

Reports to: Corp Officer

Pay Rate: \$12.00 /hr

Status: Non-Exempt

Schedule: Seasonal Fulltime – 40 hours from Nov 29 – Dec 24, 2019

This position covers locations throughout Camden, Burlington, and surrounding areas

Free Transportation provided from Kroc Center to and from work sites

Essential Duties and Responsibilities:

- Monitor a Kettle at an assigned location and secure the security of kettle and funds
- Be able to work outdoors for up to 8-hour shifts
- Where allowed, ring a handheld bell in an acceptable manner as instructed to attract donors.
- Greet the public in a courteous and friendly manner and expresses appreciation to donors.
- Conduct duties in accordance with the ministry of The Salvation Army and its Christian principles