



## PROCESSING CENTER SEASONAL ASSOCIATE STAFF

Are you passionate about making a difference in the lives of children around the world? Samaritan's Purse Canada (SPC) is seeking dedicated individuals to join our Operation Christmas Child (OCC) Processing Center as Seasonal Associate Staff. We need leaders who can inspire and motivate others as we process shoebox gifts for children in need.

Samaritan's Purse is a Christian international relief organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. One of the ways Samaritan's Purse Canada has had open doors to share the gospel is through the Shoebox gift program of Operation Christmas Child.

### Available roles include:

- **Floor Coordinator:** determines placement of all volunteers within the Processing Center
- **Volunteer Placer:** implements the placement plan of volunteers within in the Processing Center
- **Team Coach:** facilitates and supervises designated areas of volunteer activity within Processing Center Teams
- **Inventory Coordinator:** facilitates and supervises designated areas of volunteer activity to ensure stocking and palletizing of inventory within the Processing Center
- **Administrative Associate:** provides administrative support, properly greets, checks-in and coordinates flow of volunteers that come to serve at the Processing Center
- **Gear Store Coordinator:** facilitates sales transactions of OCC and Samaritans Purse branded merchandise
- **Security/Parking Attendant:** ensures safety and security outside and within the Processing Center, directs incoming traffic
- **Inappropriate Items & Shoebox Hospital Coordinator:** facilitates and supervises designated volunteer activity pertaining to items deemed inappropriate and repair or replacement of damaged gift-filled shoeboxes
- **Gifts-In-Kind (GIK) Coordinator:** facilitates and supervises designated volunteer activity to coordinate organizing and distributing all GIK items to Processing Center Teams
- **Production Quality Associate (GIK Projects):** inspects cartons of processed shoeboxes ensuring a high-quality product, facilitates and supervises designated volunteer activity preparing donated Gifts-In-Kind items
- **PC Drop-Off Coordinator:** facilitates and coordinates the collection of gifts filled shoeboxes from donors and volunteers at the Processing Center's drop-off location
- **Forklift Operator/Warehouse Worker:** loads/unloads shoebox gifts from freight transportation vehicles, moves shoebox gifts to designated areas, loads cartons on to pallets and moves full pallets of processed shoebox gifts to Inventory Area
- **Final Count:** accurately inventories processed pallets of gift-filled shoeboxes
- **Floor Manager:** manages all areas of activity within the Processing Center Teams
- **Volunteer & Quality Control Manager:** manages volunteer intake and all processing support areas
- **Receiving Manager:** manages all incoming shipments and coordinates the movement of goods throughout the Processing Center

Maintaining the integrity of the shoebox gifts and abiding by SPC guidelines and policies is paramount to the responsibilities of the Processing Center Floor Team. As an integral member of the OCC department, this role will help SPC carry out its mission and objectives through participation in daily prayer ministry. The successful candidates will fulfill a seasonal role in the Calgary head office with an anticipated start date of **November 1, 2024**.

*Note:* Staff must be in agreement with the Samaritan's Purse Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

**No phone calls please.**



**Qualifications:**

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- High School Diploma
- Working knowledge of OCC and other programs of SPC
- Excellent communication, instructional and customer service skills
- Demonstrates diplomacy and discernment skills
- Dependable and a self-starter
- Strong people skills and an adaptable team player
- Leadership, delegation and problem-solving skills
- Good physical health with the ability to perform repetitive tasks, walking or standing for long periods
- Forklift Operator must have a forklift license and at least 2-3 years' experience, or be willing to undergo training
- A minimum of 1 year of leadership experience, ideally with volunteers

**3 Steps to Apply:**

1. **Print** an Application Form
2. **Complete** the Application Form
3. **Send** in your Application Form, by:
  - a. **E-mail:** [employment@samaritan.ca](mailto:employment@samaritan.ca) (Subject line: OCC Processing Seasonal Employment)
  - b. **Fax:** 403-250-6567 – Processing Center Manager
  - c. **Mail:** ATTN: Processing Center Manager  
Samaritan's Purse,  
20 Hopewell Way NE  
Calgary, AB T3J 5H5

**Application Deadline:** Open until a suitable candidate is selected.

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