

Christmas Sharing Coordinator
Full-Time, Temporary Position
October 19, 2026 – January 15, 2027 – 35hrs/Week
Work hours will be variable and include evenings and weekends

Job Summary:

Reporting to the Executive Director, the Christmas Sharing Coordinator is a term position responsible for overall program leadership, community partnerships, budget oversight, distribution planning, program-wide problem solving, and supervising and supporting the Christmas Sharing staff team. Work hours are variable and may include evenings and weekends.

Qualifications:

Education, Training and Experience:

- Completion of Grade 12.
- Minimum of two (2) years of recent related experience in the non-profit or social services sector.
- Experience coordinating community programs, volunteers, donors, sponsors, or community partnerships.
- Experience supervising staff and volunteers, and providing day-to-day leadership, support, and accountability.
- Experience with budget monitoring, purchasing, and inventory oversight.
- Valid driver's license and access to a reliable vehicle with appropriate insurance.

Job Skills and Abilities:

- Excellent communication, relationship-building, and interpersonal skills.
- Ability to interact effectively and respectfully with clients, community partners, donors, sponsors, volunteers, and co-workers.
- Strong planning, decision-making, problem-solving, and organizational skills.
- Ability to provide program leadership while delegating day-to-day intake and warehouse functions.
- Ability to supervise staff and volunteers, provide clear direction, support team accountability, and address day-to-day performance or operational concerns as they arise.
- Ability to work independently and collaboratively in a fast-paced seasonal program.
- Working knowledge of Microsoft Excel and electronic recordkeeping.

Key Duties and Responsibilities:

1. Lead overall planning and delivery of the Christmas Sharing Program, including timelines, operational readiness, and distribution day.
2. Coordinate relationships and program processes with The Salvation Army, community agencies, and donors.
3. Recruit volunteers and coordinate volunteer requirements with the Warehouse Worker and Intake Worker.
4. Schedule, orient, train, and supervise warehouse volunteers and ensure they complete required CCS registration.
5. Oversee the program budget and donation resources, monitor shortages, and make approved purchases of gifts and supplies within the delegated purchasing authority.
6. Provide clear program information to donors, applicants, community partners, and CCS staff, and represent CCS at relevant community events.
7. Maintain high-level oversight of inventory, donation tracking, confidentiality, and program records while delegating daily administration to the appropriate lead roles.
8. Lead distribution planning, staffing assignments, contingency planning, and program-wide problem solving.
9. Supervise and support the Intake Lead and Warehouse with escalated operational issues and quality expectations.
10. Complete post-season reconciliation, inventory oversight, partner follow-up, evaluation, and recommendations for the following year.
11. Perform other related duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Program Coordinator 2 - Grid 14 (Under Review) - \$35.82 per hour.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Executive Director.
- This position is under the Community Relations department.

To apply for this position, please go to our website at:

<https://www.comserv.bc.ca/careers/>

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.

Internal staff apply through the WFN Career Centre.

Closing Date: September 30, 2026