



THE SALVATION ARMY ONTARIO GREAT LAKES DIVISION

VOLUNTEER POSITION DESCRIPTION

Ministry Unit Name	Correctional and Justice Services – London
Position title	Website Maintenance (WordPress)
Major objective or purpose	<ul style="list-style-type: none">• Update website as required
Qualifications	<ul style="list-style-type: none">• Website development/experience• Professional administrative skills• Ability to work independently• Computer literate in Microsoft Office products• Strong oral and written communication skills• Self-motivated and disciplined• Support for and commitment to the mission and purpose of The Salvation Army in Canada• Be able to obtain clearance through the Police Information Check (PIC), and The Salvation Army Abuse Registry
Duties and responsibilities	<ul style="list-style-type: none">• Work in compliance with OH&S Act and Regulations and abide by The Salvation Army's health and safety policies and procedures.• Represent the organization in a professional and engaging manner.• Develop an understanding of the Mission of The Salvation Army in Canada and its implications as related to position responsibilities and support the Mission in all aspects of work, including the manner in which responsibilities are fulfilled• Provides instruction of required maintenance to Admin.• Please see attached website to be managed: www.cjslondon.ca
Training Support	n/a

CONDITIONS RELATED TO VOLUNTEER POSITION

Location	Correctional and Justice Services – London	
Time Commitment	The volunteer schedule is arranged in consultation with the Admin and based on the volunteer’s availability	
Terms of Appointment	The position is renewable and extendable upon mutual agreement.	
	As soon as possible	ongoing
	Start Date	End Date
Supervision	<ul style="list-style-type: none">• Reports directly to the Administrative Assistant	
Direct Expense	<ul style="list-style-type: none">• Police Information Check (PIC) – This is an expense to the volunteer with reimbursement after the completion of three (3) months of volunteer service.	
Measure of Success	<ul style="list-style-type: none">• Website is updated in timelines provided	
How to apply:	<ul style="list-style-type: none">• Contact Catherine Babich at 519-432-9553 ext 6• Email Catherine_Babich@can.salvationarmy.org	