



WDMH Foundation

Position: Catch the Ace Administrative and Logistics Assistant

Position Status: Independent Contractor – Temporary 6 – 9 hours per week.

A Catch the Ace lottery can last for one week, or for as long as 52 weeks. The contract would end once the lottery has ended. Please note that Covid restrictions could cause the lottery to pause, extending the timeline beyond 52 weeks.

The Business: The WDMH Foundation is a small but dynamic organization. We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. In all things, our donors are #1. Through their monthly, annual, planned, in-kind, and future gifts, our amazing donors support health care at both the Winchester District Memorial Hospital (WDMH) and Dundas Manor, our local long-term care home.

The Role: Reporting to the Manager of Direct Mail and Events, provides administrative and logistical support to our Catch the Ace lottery.

Main Duties: Sunday

Picks up sold and unsold tickets from three of our vendor locations in Brinston, Mountain, Winchester and at WDMH.

Reconciles tickets.

Delivers sold and unsold tickets to the Kin Club of Russell, in Russell.

Picks up the tickets for the next week.

Monday

Delivers tickets to four of our vendor locations in Brinston, Mountain, Winchester and Finch.

Qualifications:

A valid G2 driver's licence and access to a reliable vehicle with \$2,000,000 liability insurance coverage

Ability and confidence to drive in all weather conditions

Exceptional interpersonal and communication skills in English

Proven cashier and cash reconciling experience

Proven ability to read cursive writing

Must care about local health care in our region

Competencies:

Exceptional organizational skills

Ability to meet deadlines

Ability to work both independently and as part of a team

Ability to work with minimal supervision

Ability to represent the WDMH Foundation in a professional manner at all times

Ability to exercise solid judgement

Acts with discretion at all times when dealing with confidential information

Compensation:

Compensation for this position will be \$19.00 per hour. All kilometers driven as part of the route will be reimbursed at \$0.56 per kilometer.

Accessibility:

In accordance with the Accessibility for Ontarians with Disabilities Act, the WDMH Foundation will

support and assist applicants with disabilities in the recruitment process. For information or to discuss any specific needs you may have in the interview process or in any testing required of candidates, please email kcasselman@wdmh.on.ca.

How to Apply:

If you are interested in this opportunity, please submit a proposal (or cover letter and resume) explaining why you would like this position, and how you meet the qualifications and competencies to Kristen Casselman at kcasselman@wdmh.on.ca by 4:00 pm, January 28th, 2022.