



Ronald McDonald  
House Charities®  
Saskatchewan

Keeping families close™

## **SUMMER POSITION – Family & House Services Assistant (35 hrs/week), Saskatoon**

**\*Applicants must be between 15 – 30 years of age and be a Canadian Citizen or Permanent Resident, as per the Canada Summer Jobs Agreement.**

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit [www.rmh.sk.ca](http://www.rmh.sk.ca).

### **Key Responsibilities Include:**

- Provide exceptional hospitality for all people entering the House
- Provide support to families through the Family Service Office, including check-ins and checkouts, orientation tours, processing payments, utilizing the database, etc.
- Provide support to Family Programs, including special event, weekly programming, food programs, garden support, etc.
- Provide support at the Guest Experience desk, including answering and directing calls, answering the door, accepting donations, giving tours, and supporting family needs
- Assist in the support and supervision of volunteer and volunteer groups
- Assist with House Services tasks such as light housekeeping, laundry and supply re-stocking

### **Qualifications and Characteristics:**

- Excellent communication and interpersonal skills
- Experience in a healthcare, volunteer or non-profit setting is an asset
- Ability to work independently – being responsible and accountable
- Some post-secondary education preferred
- Demonstrated ability to take initiative
- Demonstrated organizational skills and attention to detail
- Excellent computer skills in database management and Microsoft office

**Work Hours:** 35 hours per week with varying shifts. Some weekend and evening work will be required.

**Wage:** \$17.35/hour

**Start Date:** June 20th, but is negotiable

**Application Process:** If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resources, at [kgilbert@rmh.sk.ca](mailto:kgilbert@rmh.sk.ca) **no later than noon on Friday, May 12th.** *Only applicants selected for an interview will be contacted.*