



Ronald McDonald  
House Charities®  
Saskatchewan

Keeping families close™

## **SUMMER POSITION – Family Room Assistant (30 hrs/week), Prince Albert**

**\*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:**

- Support the Family Room Manager in the overall operations of the Family Room
- Welcome all visitors to the Family Room and orientate them to the space
- Interact with families and assist in supporting their needs
- Daily administrative tasks (registrations book, daily task lists, etc.)
- Assist in planning, organization and implementation of Family Room Programming
- Ensure the RMFR space is tidy and sanitized regularly
- Assist in developing and maintaining partnerships in the community to expand our volunteer base and create awareness of the RMFR
- Assist in leading, training and scheduling volunteers
- Assist with preparation for Fund Development opportunities and events
- Attend third party events and community events to help raise the profile of the RMFR
- Administration (answering the phone, maintaining filing systems, collecting data, etc.)

### **Qualifications and Characteristics:**

- Excellent communication and interpersonal skills
- Experience in a healthcare, volunteer or non-profit setting is an asset
- Excellent computer skills in database management and Microsoft office
- 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

**Work Hours:** 30 hours per week with varying shifts. Some weekend and evening work will be required.

**Wage:** \$17.35/hour

**Start Date:** July 10th, but can be negotiated

**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 Monday, May 15th.** *Only applicants selected for an interview will be contacted.*