



Ronald McDonald
House Charities®
Saskatchewan

Keeping families close™

House Services Assistant, Saskatoon – Summer Employment (8 weeks)

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.

The House Services Assistant reports to the Family Service Coordinator and plays a vital role in supporting the Family Service team, while upholding excellent service to all guests of RMHC-SK.

Key Responsibilities Include:

- Assist with the day-to-day operations of the House
- Provide exceptional hospitality and service to all guests of RMCH-SK, working directly with families
- Support all aspects of House operations, including:
 - family programming and administration
 - fund development programs and events
 - food programs
 - facility support

Job Requirements Include:

- Excellent interpersonal and communication skills:
 - Evidence of being genuine, approachable and ability to develop trust and relationships quickly
 - Can exhibit compassion and care to families who are facing difficult circumstances
 - Comfortable in an environment that embraces reconciliation, equity, diversity and inclusion
- Proven ability to work effectively within a team as well as independently
- Organizational skills and attention to details
- Able to pass a Police Record Check and Vulnerable Sector Check
- Proof of COVID-19 vaccination required for all RMHC-SK staff
- Must be between 19 – 30 years of age (as per Canada Summer Jobs)
- Some social work education or experience in a helping profession would be an asset

Work Hours: Working up to 30 hours per week, the House Services Assistant shifts will be no longer than 7 hours between 8am – 10pm, Monday – Sunday. Will require evening, weekend and statutory holiday work.

Pay: \$16.64/hour

Application Process: If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resources at kgilbert@rmh.sk.ca **no later than 4pm, Friday, May 20th.** *Only applicants selected for an interview will be contacted.*