



Volunteer Services position Job Summary

The Organization

Atlanta Ronald McDonald House Charities (ARMHC) nurtures the health and well-being of children and families through its two Ronald McDonald Houses, the Ronald McDonald Family Room, and the Ronald McDonald Care Mobile. ARMHC has grown significantly in recent years, and now provides 81 family-friendly guest rooms in two comfortable, supportive Houses near Children's Healthcare of Atlanta.

ARMHC has a nurturing and supportive culture, which shows in our caring relationships with the families we serve, and among staff and volunteers. The culture of service, collaboration and compassion is part of ARMHC's success.

ARMHC is part of a global network of Ronald McDonald Houses Charities. Each Chapter is owned and operated locally, and is well-regarded within the global network.

The Opportunity

This Volunteer Services position is responsible for the overall success of the volunteer program at our Atlanta Ronald McDonald Houses, including implementation of the program while creating worthwhile and rewarding experiences for volunteers, teen programs, and special event volunteers.

Current office hours are Monday – Friday 9:30 a.m. – 6:00 p.m.; this is an exempt position. *This position must be flexible and able to work evening/night hours, when necessary.*

Position Requirements

The ideal candidate for the position should have a college degree and work experience in the area of Volunteer Services. In the absence of this experience, personal experiences may be acceptable. Excellent communication, time management skills, sound judgment and problem-solving skills are required. In addition, the candidate must conduct oneself in a tactful manner while working with families and volunteers to be successful in this position. The candidate must be dependable, and able to work with minimal supervision.

Job Summary

Working with the Volunteer Services and Program Coordinator, and the Director of Family and Volunteer Services, this position will plan and execute all aspects of Volunteer Services; including our House meal program, volunteer recruitment, training, and supervision of in-House volunteers. This position works closely with the Volunteer Services and Program Coordinator, House Managers, and the Director of Family and Volunteer Services to identify needs and provide the stewardship and support necessary to maintain a viable Volunteer Services Program.

This Volunteer Services position, in the absence of a Program staff member, is responsible for Program operations during their assigned office hours. This person creates and maintains a warm, comfortable and safe atmosphere for families, volunteers and guests at all times and offers support to the House Manager as needed.

Benefits

- 10 paid Holidays annually
- 8 personal days annually
- Employee's health insurance premium is currently paid 100% by the Charity.
- 403(b) plan available. The Charity matches 50% of the employee's contribution (up to a 10% maximum)
- Competitive paid vacation schedule

To apply

To apply, send a cover letter, resume, and three professional references with contact information (*including at least two of your managers or supervisors*) to April Clark, Director of Family and Volunteer Services at volunteerservices@armhc.org.

Application deadline is 5 p.m. on Friday, August 27. Only applicants meeting qualifications will be considered. No walk-ins or phone calls please.