

Join Our Expanding Team and Help Us Serve More Families!



In January we opened up our brand new Ronald McDonald House at the OHSU Gary and Christine Rood Family Pavilion! We welcome Doernbecher patients and their families to our gorgeous new 25,000 square foot home with an expansive roof top garden, outdoor playground, and plentiful community spaces where we offer our special brand of compassionate hospitality to families of seriously ill children.

We are seeking an all-star to help support our expanding services to families at our South Waterfront Ronald McDonald House -

Ronald McDonald Charities of Oregon and Southwest Washington (RMHC Oregon) has been expanding and we are looking for passionate people to join our team. We are looking for a dedicated Family Programs Coordinator that will help us expand our reach in Portland.

RMHC Oregon provides support to families through a variety of programs – both at RMHC and in the surrounding children's hospitals. The Family Programs Coordinator will primarily be in charge of coordinating our Hospitality Cart Program (in-hospital support for children and families) at Doernbecher Children's Hospital. In addition, this person will also coordinate our Fun Junction program (providing respite to parents by supervising children while their parents are in other parts of the home), and overall holiday planning, family events, crafts, games and activities.

This is a regular, benefited, full-time, non-exempt position working Monday through Friday. Weekend and evenings will be required, as necessary. The starting pay is \$35,000 - \$37,000 dependent on experience. This position reports to the Family Program Manager and will be based at our South Waterfront Ronald McDonald House at 3410 SW Bond Ave.

About You:

- You are a people person that is welcoming and compassionate with a knack for being creative and thinking outside of the box. You are happy to lend a listening ear while ensuring that our home-like environment is safe, calm and comfortable for all.
- You enjoy working with kids of all ages and delivering programs that are fun and innovative.
- You like working as a part of high-performing and collaborative team, but can be self-directed and take the lead when necessary.
- You are organized, efficient, and an independent problem solver. You think on your feet and have the ability to adapt to a changing environment.
- You are looking to work with our amazing Oregon team and for an organization that was voted on of Oregon's Top 100 nonprofits to work for in Oregon.

About Us:

- Ronald McDonald House Charities of Oregon and SW Washington provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.



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- Our independent statewide chapter is 34 years old and in 2019 will be operating four Ronald McDonald Houses where 79 pediatric patients and their families will stay for free and supported by specialized programs and care. For more information on our mission, history and programs, please visit www.RMHCOregon.org
- Join our passionate, fun-loving team as we strive together to provide a much-needed service to families from all over the world who come stay at our houses.
- We offer a competitive compensation and benefit package, including generous paid time off, flexible schedules, sabbatical program, paid time to volunteer in the community, and employer retirement contribution through an IRA.
- In 2018, we were inducted into the Hall of Fame for being a Top 100 nonprofit to work for 10 years in a row!

Primary Duties and Responsibilities

- Point person for regular programming volunteers at South Waterfront House.
- Coordinating the daily operations of the Hospitality Cart at Doernbecher Children's Hospital, ensuring that the cart is staffed and meets the weekly time commitments.
- Schedules and trains volunteers for the Hospitality Cart.
- Manages the supply chain and inventory for the Hospitality Cart Program, including adjustments based on family identified needs.
- Coordinates Fun Junction at the South Waterfront House – training and scheduling volunteers, and ensuring program success.
- Point person for special in-house programs including activity nights, craft nights, and regular programs provided by community partners.
- Plans and executes family centered activities and events around various holidays.
- Provides support for the upkeep of programming spaces including the craft room, game room and kitchen spaces.

Other Family Programs Coordinator

- Occasional support for group volunteer programs including Meals from the Heart.
- Assisting programs and community engagement team members at major special events.
- Other duties as required.

Skills Required:

- Outgoing, friendly, people person, comfortable interacting with adults and children.
- Must be able to work with diverse, multicultural, communities.
- Basic computer proficiency, including email, Word, and Excel.
- Strong attention to detail.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Fluency in Spanish is strongly preferred.
- Highly organized, creative, energetic and collaborative team player.
- Confidence, sensitivity and diplomacy to interact and collaborate with varied constituents, including guests, volunteers, hospital personnel, staff, donors.



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- Willingness to be flexible regarding day to day schedules to ensure family programming needs are met.
- Driving from multiple locations required (mileage reimbursement included), good driving record, proof of insurance, and access to personal vehicle.

Supervisory Responsibilities:

Provides oversight for our programming volunteers at our South Waterfront location.

Education Requirements

BA/BS degree or equivalent required.

Experience Required:

- Requires 2-3 years of experience with program coordination and implementation, with demonstrated success in providing services to families and children.
- Experience working with volunteers.
- Experience in a healthcare environment preferred.
- Experience developing and implementing age appropriate activities for children.

Work Environment:

Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.

To apply, send a cover letter and resume to programteamhr@rmhcoregon.org, attention: Nonnie George

The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

