



## Job Posting

**Job Title:** Part-time Bend Guest Services Coordinator

**Department:** Guest Services

**Reports To:** Guest Services Director

**Classification:** Variable shifts including days, evenings, weekends, and holidays with some overnight hours

### **Organization Mission and Overview**

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

Our independent local chapter is 30 years old with three Ronald McDonald Houses (2 in Portland, 1 in Bend) that provide housing, comfort and support for 56 families every night.

**This position is dedicated to serving the families at our Bend House.** For more information on our mission, history and programs, please visit [www.RMHCOregon.org](http://www.RMHCOregon.org).

### **Primary Purpose:**

The Guest Services Coordinator helps to ensure that Ronald McDonald House Charities of Oregon and Southwest Washington's **Bend Ronald McDonald Houses® (RMH)** offer the most welcoming and hospitable guest services possible. The Guest Services Coordinator works closely with volunteers and coordinate guest arrival and registration activities and serves as the daily contact and support for all guest families during their stay. The Guest Services Coordinator models RMHC's values and compassionate hospitality principles, reinforcing a culture of exemplary service for guest families.

### **Primary Duties and Responsibilities:**

- Coordinate family referral and placement
- Manage guest registration process: check in/check out, house tours, and access to their rooms.
- Clean guest rooms as they are vacated.
- Assist with inventory, maintenance and facility repairs as needed.
- Front desk management, including answering phones, supporting volunteers, greeting and touring visitors, donors, and community stakeholders.
- Serve as a resource for families for navigating transportation, neighborhood services, and family activities in the community.
- Provide on-site support for all programs and activities, in collaboration with the volunteers.

*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.*



**Ronald McDonald  
House Charities®**  
Oregon & SW Washington

- Demonstrate commitment to compassionate hospitality principles with each family interaction and create a comfortable environment that encourages family cooperation and a home-like environment.
- Ensure a warm and welcome greeting to all families.
- Maintain positive and supportive communication to all constituents including hospital partners, donors, and vendors.
- Assure adherence to policies and processes that maintain the well-being of staff, volunteers and guests.
- Elevate issues and problems to the Guest Services Manager.
- Maintain proficiency in guest registration and guest management systems.
- Provide oversight and support guests using kitchen and all common spaces.

**Other Responsibilities**

- Maintain the general cleanliness and orderliness of the Houses.
- May be on call during critical periods.
- Maintain security protocols for guests.
- Provide daily summary of activities to ensure consistent communication and follow up between shifts.
- Adhere to all policies, including donation acceptance policies.
- Assist with other duties as assigned

**Requirements**

**Experience Required:**

Requires at least two years of work experience in a customer service or similar position that involves interaction with the public. Experience in the hospitality industry preferred.

**Skills Required:**

- Enthusiastic with excellent customer service skills
- Enjoy working with people and possess a friendly and outgoing personality
- Excellent listening skills
- Exceptional verbal, written, and interpersonal communication skills
- Basic computer proficiency, including email, Word and Excel, and database management
- Strong attention to detail
- Ability to work well under pressure, meeting multiple and sometimes conflicting priorities
- Good analytical and problem-solving skills
- Fluency in Spanish is strongly preferred

**Educational Requirements:**

High School diploma required; some college level coursework preferred

**To Apply, send a cover letter and resume to [bendgsc@rmhc-oregon.org](mailto:bendgsc@rmhc-oregon.org).**

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