

## JOB POSTING

<b>Title:</b>	<b>Family Meal Program and Activities Manager</b>
<b>FLSA Classification:</b>	Exempt
<b>Pay Range:</b>	\$65,000 - \$70,000
<b>Location:</b>	Seattle, WA
<b>Posting Date:</b>	May 8, 2023

### Overview

#### Who we are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing and other essential support services at our facilities in Seattle, WA and Anchorage, AK. We are a nurturing staff that is dedicated to offering compassionate care to our families while they call the Ronald McDonald House home. RMHC has been in existence in Seattle since 1983. Since then, we have provided housing and caring support to thousands of families with children experiencing medical crises. We started out small, but over the years have grown and now serve 105 families per night. At the House, each of these families finds comfort, support, and hope as they navigate their child's medical crisis.

#### Who you are

You have dynamic people skills and thrive working across departments. You enjoy building relationships with diverse groups of people. You are highly organized and great at prioritizing, multi-tasking, and follow up. You want to love what you do and have an impact on families.

#### JOB SUMMARY

The Family Meal Program and Activities Manager works closely with volunteer groups and RMHC staff to provide daily meals and frequent activities and movie nights for 105 families staying at the Ronald McDonald House. As the first contact for potential volunteers and donors, this position models and supports a friendly, caring, and safe environment. This position maintains guidelines for the family meal program and activity program and communicates them to volunteers to ensure the safety and efficiency of the programs. This is a full-time exempt position with flexible scheduling, including some evenings and occasional weekends, and reports to the Director of Volunteer Programs.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage the meals and activities calendar for volunteers and staff and coordinate with outside groups.
- Field inquiries from individuals and/or groups interested in donating or volunteering.
- Have a strong working knowledge of House volunteer guidelines, policies, and procedures.
- Schedule dates for volunteer groups to cook meals, provide boxed meals, lead family activities and movie nights.

- Schedule and oversee volunteer workgroups.
- Work closely with volunteer group leads to ensure volunteers have the information and guidance they need to successfully provide a meal, lead an activity, or come in as a work group.
- Communicate food safety guidelines to volunteers and manage food handling certificates for all Kitchen Supervisors.
- Maintain volunteer and activity data in Better Impact.
- Maintain written overview and guidelines for the meal program and activity program.
- Work closely with the culinary team and assist as needed.
- Assist in creating a strong online presence for the meal program on our website.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **ESSENTIAL SKILLS AND ATTRIBUTES**

- Effective verbal and written communication.
- Strong interpersonal skills using tact, patience, and courtesy.
- Ability to quickly and effectively problem solve and resolve conflicts.
- Excellent organizational skills with consistent and reliable follow-up.
- Strong knowledge of food safety.
- Ability to establish and maintain effective working and cooperative relationships.
- Computer proficiency including Windows, Microsoft Office, Microsoft Outlook.
- Knowledge of or ability to learn volunteer management program Better Impact.
- RMHC requires all employees to be fully vaccinated against COVID-19.
- Face masks are required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing, or pulling moderately heavy objects.
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Seeing to monitor food quality and quantity.

### **Licenses and other Requirements**

- A valid Washington Driver's License and evidence of appropriate insurance.
- Valid ServSafe certificate or WA State Food Handlers License.
- Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards.

## Here's why you'll love working at RMHC:

**Amazing People** – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

**Caring Environment** – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

**Great Location** – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children's Hospital.

**Robust Benefits** –RMHC offers generous paid time off that includes 11 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

**Strong History** –A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center's patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

## HOW TO APPLY

To respect the time of our applicants and reduce barriers, we do not require a cover letter. However, we would appreciate a paragraph sharing your understanding of the position and why you are interested in it. We will accept resumes until the position is filled. **Priority will be given to candidates who submit resumes by May 26, 2023.**

Please submit your materials to [hr@rmhcseattle.org](mailto:hr@rmhcseattle.org)

Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.