

Weekend Relief Staff

Part-time

Ronald McDonald House Charities® of CNY Inc., a temporary home for families whose children are receiving treatment at area medical centers, is seeking **Weekend Relief Staff**.

This position works with the House Manager to ensure the smooth operations of the CNY Ronald McDonald House and the comfort of families, volunteers, and visitors.

The part-time position is a one 24-hour shift per weekend position; one to two shifts per month.

Weekend shift hours:

- Floating Friday- Saturday & Saturday 5 p.m. – Sunday 5 p.m.

Holiday coverage varies, additional hours may be required.

Responsibilities:

The primary areas of responsibility include guest services and house operation.

Responsibilities include administrative and clerical duties, supportive communication with CNY Ronald McDonald House guest families and volunteers, guest check-ins and hospital referrals, and basic housekeeping. Overnight stay is required. Accommodations and sleep time provided.

Qualifications:

- Must be over the age of 21 – background check required
- Excellent customer service, conflict resolution and problem-solving skills
- Computer proficiency – database entry experience preferred

\$16/hour

Only those with serious interest need apply. Send letter of interest, resume and references to:
careers@rmhcny.org.