

Are you ready to join a mission-driven team who is making a difference in the lives of hundreds of children and families from around our state, country, and world, here in North Texas? If you're passionate about non-profit organizations, we have an exciting opportunity waiting for you! We are on the lookout for talented individuals who are not afraid to maximize their unique skills and talents to build community and have a sense of duty to contribute to the greater good. If you are ready to make an impact and be part of something extraordinary, keep reading!

 **What we do:**

Imagine learning that your child is ill, and you will need to travel to a different city to receive the medical care they need – away from your home, your job, and your support system. This is the reality for the families who stay at the Ronald McDonald House of Dallas. Our goal is to provide a safe, supportive, and warm “home-away-from-home” for these families – so they can stay together as a family and focus solely on the health of their child.

 **Why Ronald McDonald House Dallas?**

We are a FREE "home away from home" for families with ill or injured children. RMHD provides three meals a day, 365 days a year for our guest families. Our House can accommodate 89 families every night and was designed with our families’ comfort in mind. We also offer a place for families to rest on-site at the hospital in one of our family rooms and spread cheer room to room with a mobile hospitality cart.

**Volunteer Services Assistant**

The primary responsibility of the Volunteer Services Assistant is to support the Volunteer Services Manager and the Family Activities Manager with scheduling, orientation and supervision of both individual volunteers, cooking groups and community volunteers to ensure maximum support of services provided at the Ronald McDonald House of Dallas (RMHD).  The assistant also serves as a liaison to volunteer agencies and other groups within the community, developing and maintaining open channels of communication. The Volunteer Services Assistant is knowledgeable of the mission, goals, and objectives of RMHD. The Volunteer Services Assistant is accountable to both the Manager of Volunteer Services and the Manager of Family Activities for stewardship of the mission statement and core values.

**What you need to know:** Verbal and writtenCommunication skills, Microsoft word, Excel, Database Management, Canva or other graphics software preferred. **Qualifications**: High School diploma, or GED Certificate, some college preferred. Experience in volunteer management and/or nonprofit preferred.

**Job Status: Part-time**

**Work hours: Flexible to provide coverage as needed. Evenings and weekends required.**

**How to Apply:** When you join our team, you become part of an exceptional organization that provides comfort and care to children and families from across the world. If you are interested in any of these positions, please forward your resume and salary requirement to Melissa Martin at mmartin@rmhdallas.org.

We are proud to have served families from all over the state, country, and world for the past four decades. Join us in this important work and make a difference in the lives of many while they face the unthinkable.

RMHD is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. RMHD prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. RMHD conforms to the spirit as well as to the letter of all applicable laws and regulations.