

Audrey
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More
Room
FOR Love
Capital Campaign

Ronald McDonald House Charities® Atlantic

Opportunity Brief:
Volunteer Manager

Opportunity:

VOLUNTEER MANAGER

Love what you do
and feel that
it matters!

Ronald McDonald House Charities® Atlantic is seeking the energy and expertise of a full-time **Volunteer Manager**. This position will be integral to our success as we seek to strengthen and grow our volunteer team and deliver exceptional programs for maritime families.

Job Summary:

Reporting to the Manager of Family Services, the Volunteer Manager is responsible for planning, implementing and executing our volunteer strategy to recruit, recognize and retain a strong volunteer team to support three core programs: Ronald McDonald House and Ronald McDonald Family Room and Home for Dinner. The Manager will work to maximize the existing programs and relationships, while strategically growing these programs by prospecting and establishing new relationships.

The Volunteer Manager advances the mission of RMHC Atlantic in a manner consistent with the excellent quality of services, programs and outreach provided to our community since 1982. In the spirit of teamwork, they will interact in collaboration with the House and Family Room staff, along with the Development team to provide support and assistance in the fulfillment of RMHC Atlantic goals and financial objectives.

The successful candidate will be responsible for coordinating and rebuilding a team of approximately 80 regular volunteers as well as a committed group of organizations for our Home for Dinner program. It is expected that the successful candidate will be responsible for managing significant growth in this portfolio to sustainably deliver on our mission through Volunteer engagement.

What you thrive on:

- *Helping people*
- *Recruiting, coaching and mentoring Volunteers*
- *Public speaking, presenting and engaging an audience*
- *Continually learning and growing in your field*
- *Overseeing programs and services which improves guest experiences and the mission of the charity*
- *Being part of a movement*
- *Being a natural bridge builder and deeply community-oriented, you thrive on crafting unique solutions for every challenge*
- *Meeting and exceeding mutually agreed upon targets for performance including volunteer hours, retention and satisfaction*

Skills & Qualifications:

- *Experience in coordinating volunteers*
- *Experience in training and/or facilitation*
- *A University degree / college diploma in a related field would be an asset but not required*
- *Self-motivated with an energy level that ensures high quality productivity on a timely basis*
- *Compassion and passion for the mission of Ronald McDonald House Charities Atlantic*
- *An attitude of service and ability to work collaboratively and motivate others*
- *Capable of working effectively with staff, volunteers and donors/prospects*
- *Demonstrated commitment to long term relationship building with volunteers*
- *Ability to work with families in crisis*
- *Demonstrated leadership skills*
- *Ability to build and foster relationships with individuals with a variety of ages, backgrounds and experiences*
- *Demonstrated ability to set and exceed goals*
- *Ability to multitask and work independently in a small, hands-on work environment*

Hours:

Generally, **9:30am – 5:30pm Monday-Friday**. RMHC Atlantic provides staff with flexible work hours as evenings and weekends are occasionally required.

Compensation:

\$40,000 - \$50,000 annual salary, based on qualifications and experience. Health benefits (including medical and dental), matching RRSP program, vacation, and professional development opportunities offered.

How to apply:

If you are interested and qualified, we invite you to submit a letter of introduction and resume to Lianne Ward at lianne@rmhcatlantic.ca . All responses will be handled with strict confidence.

We thank all applicants for your interest in RMHC Atlantic; however, only those candidates who have been selected for an interview will be contacted.

Thank you for your interest!

About RMHC® Atlantic

Ronald McDonald House Charities® Atlantic helps families with sick children stay together and near the medical care they need.

Our programs include Ronald McDonald House® in Halifax, a “home-away-from-home” for out-of-town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, which provide an oasis of calm and support inside the hospital. Each year, we help more than 2,000 families from across the Maritimes through our House & Family Rooms.

RMHC Atlantic is a non-profit organization. We depend upon charitable donations and volunteer support from many individuals, corporations and foundations to fulfill our mission. We are also sincerely grateful for the support of our founding and forever partner, McDonald's.

For more information on our organization and our excitement surrounding the upcoming construction of our new House, visit rmhcatlantic.ca.

Keeping Families Close.



Our history

Since opening our doors in Halifax in 1982, RMHC Atlantic has helped more than 25,000 families that have stayed with us when they had to travel to Halifax for medical treatment. Our House is one of 16 Houses across Canada and one of more than 360 around the world.

In 2007, we opened the first Ronald McDonald Family Room in Canada at the IWK Health Centre, and in 2011 we opened a second Family Room at The Moncton Hospital.



We're making **More Room For Love!**

We're proud to support approximately 600 Maritime families each year and we are looking forward to doubling that number in 2023 as we prepare to begin construction of a new Ronald McDonald House to support more Maritime families.

For information, visit moreroomforlove.ca.

Our new
House! ↗

Opening in 2023!

