The Ronald McDonald Family Room at UI Children’s Hospital is hiring permanent, part-time night and weekend managers, with positions starting November, 2016.

Position Description:
The Night and Weekend Manager is a part-time position working to support and expand the mission of Ronald McDonald House Charities of Eastern Iowa & Western Illinois (RMHC-EIWI) through its Ronald McDonald Family Room Program. This program is located on the 3rd floor of the University of Iowa Children’s Hospital in the Pediatric Intensive Care Unit.

This position reports to the Operations Director.

Responsibilities include:
- Providing hospitality to families of PICU patients including:
  - Creating a caring, supportive and thoughtful environment that creates a “home away from home” for families
  - Directing and assisting volunteers
  - Meal preparation and food management
  - Maintaining a tidy and inviting area
  - Assisting guests with amenities
  - Light paperwork

Employees work independently and must be self-starters with great character and kindness.

Now Hiring Afternoon & Weekend Shifts:
- Monday-Friday, 3:30p.m.-8:00p.m.
- Saturday-Sunday, 8:00a.m.-2:00p.m. or 2:00p.m.-8:00p.m.

Daytime shifts available, 8:00a.m.-4:00p.m., on an as-needed basis

Send cover letter, resume and three references to Nikki at rhines@rmhc-eiwi.org by TBD.

Ronald McDonald House Charities of Eastern Iowa & Western Illinois is an Equal Opportunity Employer.