



**Job Title:** Weekend House Assistant  
**FLSA Status:** Non-Exempt  
**Reports To:** Guest Services Manager

**Position Summary:** The Weekend House Assistant position oversees the daily operations of RMHC – Richmond while adhering to all policies and procedures and supporting the organization’s mission.

**Position Responsibilities:**

- Work with all the members of the RMHC – Richmond staff and Board of Directors to achieve the goal of providing the best possible “Home Away from Home” services for families with children receiving medical care in Richmond.
- Maintain open communication with all RMHC - Richmond Staff
- Manages the House during shift, as it will just be one staff per shift. Alert appropriate staff member as necessary for larger concerns.
- Handle guest check-ins and check-outs during shift hours.
- Act as a resource person for guests by staying informed about families and their medical situations, while maintaining appropriate boundaries.
- Light housekeeping, including cleaning and resetting rooms after families check out.
- Providing transportation to and from the hospital to families.
- Overseeing the day to day management of House Volunteers during shift hours.
- Greeting Meal Volunteers, and filling out appropriate paperwork.
- Accepting in-kind and monetary donations, and filling out appropriate paperwork.
- Maintain good public relations with neighbors and community.
- All other duties as assigned.

**Knowledge and Skills:**

- Prior knowledge of and experience with principles and practices of social services and non-profit agencies.
- Good interpersonal
- Time management skills.
- Compassionate.
- Flexible.
- Responsible.
- Team player.
- Requires effective oral and written communication skills.
- Computer proficiency.
- Have a valid driver’s license.

**Education and Work Experience:**

- An associate’s degree; OR
- Two years experience in this or related field; OR
- Any similar combination of education and experience.

**Essential Functions:**

- Physical Demands: According to Department of Labor Regulations (20 C.F.R. 404.1567) this job is classified as medium work entailing lifting up to 50 pounds on occasion and frequently up to 25. The House is four (4) stories with no elevator; stair climbing is a must.
- Work Environment: While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

**Reporting to This Position:** None

**Compensation Package:**

- The House Assistant will receive an hourly wage \$10.00 per hour, paid weekly
- Hours worked will typically fall on Mondays evenings, Friday evenings, Saturdays and Sundays. Schedule will vary week to week.

Please submit cover letter, resume and 2 references to Danielle Martinez, Guest Services Manager, at [danielle@rmhc-richmond.org](mailto:danielle@rmhc-richmond.org)