



Job Title: Overnight House Assistant

FLSA Status: Non-Exempt

Reports To: Guest Services Manager

Position Summary: The Overnight 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 to achieve the goal of providing the best possible “Home Away from Home” services for families with children receiving medical care in Richmond.
- Must stay awake for the entire 12 hour shift.
- Maintain open communication with all RMHC - Richmond Staff
- Handle guest check-in and check-out activities during overnight hours
- Act as a resource person for guests by staying informed about families and their medical situations.
- Light housekeeping including cleaning and resetting rooms after families check out
- Report any bigger needs to the appropriate staff member.
- Greet and advise house volunteers and meal volunteers as needed
- Serve as a consistent overnight staff member every week, as scheduled
- 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 and time management skills.
- Requires effective oral and written communication skills.
- Computer proficiency.
- Have a valid driver’s license.

Education and Work Experience:

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

Essential Functions:

- Physical Demands: This position requires frequently lifting up to 25lbs. 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 Overnight House Assistant will receive an hourly wage \$10.00 per hour, paid weekly
- Hours worked will typically fall 9pm-9am on Monday, Wednesday and Thursday overnight, every week.

Please submit cover letter, resume and 2 references to Danielle Martinez, Guest Services Manager, at danielle@rmhc-richmond.org