

Ronald McDonald House of Indiana Volunteer Position Description

Title	Service Group Host
Department(s)	Operations
Reports to and is supervised by	Operations Staff

Purpose of Position:

To assist the Operations staff by hosting service groups of 15 people or more during service projects.

Responsibilities:

- Meet with the Guest Services Manager or a Guest Services Assistant Manager a few days before the service project to discuss the group's project(s).
- Assist the operations staff with preparing for the group.
- The day of the project, arrive early enough to welcome the group and provide them with parking passes and directions to the parking lot.
- Depending upon the group, possibly provide the group with information about the House and give them a short tour.
- Put away any needed supplies at the conclusion of the project.
- Notify the manager on duty if there are any issues.

Commitment:

- Schedule is flexible.
- Typically 2-4 hours in length.
- Sign up for the service projects that work into their schedule.

Qualifications:

- General knowledge of the layout of the RMHI at Limestone.
- Comfortable with directing groups of people.
- Warm, friendly, willing personality.

Training:

- On the job training will be provided.