



**Ronald McDonald House of Indiana, Inc.  
Program Coordinator**

The Ronald McDonald House of Indiana has been serving the needs of families of critically ill or injured children since 1982. Our primary mission is to provide a supportive home-away-from-home for families of children receiving medical treatment at Riley Hospital for Children at IU Health and other Indianapolis hospitals. We are seeking experienced and highly service oriented individuals to join our House Operations team as part-time support.

**POSITION SUMMARY:**

The Program Coordinator is charged with developing and coordinating activities to enrich the time that families (adults and children) spend at the Ronald McDonald House. Activities are geared toward providing activities and programs that provide education, learning opportunities, relieve stress as well as opportunities for families to interact and provide informal support to each other. Programs are also be geared toward expanding knowledge of relevant supportive services throughout Indiana. This position also plans and implements strategies to help families connect with supportive resources within their communities, once they leave the Ronald McDonald House of Indiana.

**KEY RESPONSIBILITIES:**

Plan and direct the implementation of awareness and informational programs by networking with community resources geared toward relevant topics and supportive services including but not limited to nutrition, financial coaching; stress management; parenting, and community-based and governmental family support services.

Plan and direct the implementation of enrichment activities by networking with community resources to bring in a variety of services and amenities. Examples include but are not limited to: art/craft nights, musical entertainment, movie nights, wellness activities, haircuts, shopping trips, holiday celebrations, and organized outings.

Plan and implement strategies to assist families in connecting with supportive resources within their communities once they leave the Ronald McDonald House. These services may be geared toward over all family needs such as services for special healthcare needs, family support programs, employment, food, housing, etc. They also may be geared toward resources to assist with caring for a special needs child such as: childcare, legal services, medical and therapy services, etc.

Coordinate ongoing programs designed to meet the needs of families including but not limited to the meal program, holiday activities, event ticket donations, the coffee cart program, etc.

Perform regular assessment of RMHI family needs through surveys, focus groups and other means designed to assure programs are relevant.

Actively network and participate in opportunities throughout the community to develop a substantial knowledge base of available resources within the local area as well as state-wide resources.

Work with leadership to develop and implement unique programming to meet the needs and expectations of RMHI families and partners.

**QUALIFICATIONS:**

HS Degree required with a college degree or equivalent experience in human services, social work, education or related area.

Minimum of two years experience working in human services, health services, administration or related field.

Prior successful experience in program and activities planning and implementation.

Demonstrated ability to work effectively with people from a variety of backgrounds, especially families in crisis.

Sound judgment, decision-making skills and assertiveness skills.

Responsible, dependable, flexible, trustworthy and able to function with minimal direct supervision.

Experience overseeing and working with volunteers.

Demonstrated ability to communicate effectively both verbally and in writing.

Strong interpersonal skills and human relations skills. Must be outgoing and compassionate.

Demonstrated ability to function effectively as a work team member.

Flexibility in scheduling as some evening and/or weekends may be necessary.

**COMPENSATION AND BENEFITS:**

The Ronald McDonald House of Indiana offers successful candidates a competitive compensation and benefits package that includes health, dental, vision, and life insurance; paid holidays; paid time off; and a 401(k) retirement plan.

**CONTACT:** For consideration, please submit a cover letter and resume to [jobs@rmhindiana.org](mailto:jobs@rmhindiana.org) . Deadline: March 28<sup>th</sup>