

## Job Announcement

**RMHC Dayton has immediate openings for full-time and part-time employees in Guest Services. We are seeking customer focused professionals with a passion for helping others.**

### About Us:

RMHC Dayton is a mission-focused nonprofit that serves families of children with complex and life-changing medical diagnoses and injuries. We are committed to keeping families close to the medical care they need, the comforts of home they crave, and the family members they could not go through their healthcare journey without. RMHC Dayton provides hospitality services through their House Program and their two Family Rooms, located inside partner hospitals. RMHC Dayton is a person-centered, family-friendly workplace with flexible scheduling and a comfortable, business casual environment.

### Key Responsibilities:

- Customer Service
  - Receive and process applications
  - Register and orient guests
  - Schedule transportation
  - Provide support and direction to guests and visitors
- Data Entry
  - Maintain guest records
  - Log daily activities on shift reports
- Supervision
  - Oversight of volunteers
  - Oversight of guest activities
- Security
  - Must be comfortable being the only staff member in a space
  - Viewing security monitors
  - Operating lock system

### Hours:

- Shift lengths vary by position, ranging from 4 to 12 hours, and may include overnight hours
- Part-time is 12-20 hours, and full-time is 40 hours
- Weekend and holiday availability is a must

### Compensation:

Part-Time positions start at \$15 per hour

Full-Time positions start at \$15 – \$18 (depending on position and experience) plus benefits

**Apply today by sending a resume and cover letter to [HR@RMHCdayton.org](mailto:HR@RMHCdayton.org).**