



**Ronald McDonald
House Charities®**
Bay Area

RONALD MCDONALD HOUSE CHARITIES BAY AREA

JOB DESCRIPTION

JOB TITLE: Summer Camp Manager

REPORTS TO: Community Relations and Programs Manager

LOCATION: RMHCBA Mission Bay House, located inside UCSF Benioff Children's Hospital, San Francisco

Dates/Hours: June 3 – August 9, 2019 / Mon-Fri 11am to 5pm

WHO WE ARE

Ronald McDonald House Charities Bay Area ("the Charities") creates a supportive community for families of children receiving essential pediatric health care at local partner hospitals. The newly established Bay Area regional chapter provides comprehensive programming and services for families and improves access to care through Ronald McDonald House at Stanford, Ronald McDonald House of San Francisco and two Ronald McDonald House Care Mobiles in Contra Costa and Santa Clara counties.

JOB SUMMARY

The Summer Camp Manager will oversee our Sibling Camp, geared towards providing activities to siblings of children being treated at UCSF Benioff Children's Hospital. The Summer Camp Manager should feel comfortable interacting with families from diverse cultural and economic backgrounds within a semi-medical environment. This position is responsible for the planning, oversight, and day to day operation of camp. This position works collaboratively with 1 or more Summer Camp volunteers daily and the onsite Programs Coordinator.

Please note that we are unable to offer parking reimbursement at the hospital.

DUTIES AND RESPONSIBILITIES

- Set up, implement and manage entire Summer Camp Program daily
- Supervise Summer Camp volunteers, including delegation of tasks and enforcing rules
- Prepare activities for each day, including weekly field trips
- Responsible for supervision of all children while enrolled in the sibling camp and while offsite attending field trips
- Maintain inventory of supplies for Summer Camp Program
- Support the daily meal program, including preparation and serving of daily lunches and snacks
- Ensure cleanliness and order of all spaces
- React effectively to emergency situations in a safe and professional manner

QUALIFICATIONS AND PREREQUISITES EDUCATION

- High School diploma or GED and related work experience that demonstrates initiative, program management skills and strong attention to detail
- Proficiency in English / Spanish preferred



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PRIOR WORK EXPERIENCE

- Experience working with families and/or children in crises
- Experience interacting with people from diverse cultural and socio-economic backgrounds
- Ability to interface comfortably with House guests and staff while maintaining a professional and courteous relationship
- Experience supervising others and delegating responsibilities

TECHNICAL KNOWLEDGE REQUIRED

- Computer literate with MS Office suite of products on PC

OTHER

- Highly customer service oriented with enthusiasm and good sense of humor
- Excellent organizational skills and pro-active problem solver
- Strong attention to detail
- Well-developed oral and written communication skills with the ability to interact effectively with all levels of the organization
- Maintain confidentiality of House families and related reports and documentation
- Ability to work in a semi-medical environment, including children being treated with life threatening illnesses and their families
- Interest in and/or understanding of the nonprofit community
- Valid CA driver's license preferred
- Must be able to lift 45 pounds
- TB test required prior to hire date and annually thereafter

Job description is for informational purposes only. Additional duties that are consistent with the responsibility level may be assigned