



**Ronald McDonald  
House Charities®**  
Alberta

**Facilities Coordinator  
Temporary 6 Month Position  
Ronald McDonald House Charities® Alberta**

Ronald McDonald House Charities® Alberta (RMHC Alberta) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization offers 79 private family suites in Edmonton, Red Deer, Medicine Hat, and Calgary. Our Houses provide a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Reporting to the Facilities Manager, the Facilities Coordinator is responsible for ensuring a safe and clean environment throughout the Ronald McDonald House.

**Facilities Coordinator Responsibilities**

- Efficiently complete basic building maintenance tasks, repairs and required installation/replacement including but not limited to drywall, taping, mudding and painting
- Maintenance of the exterior of the House including yard work
- Assist the Facilities Manager with oversight of contractors on site
- Perform light snow removal and ensure de-icing is done
- Taking responsibility for work orders and completing them to RMHC standards in a timely manner.
- Management of storage areas including adhering to safety regulations and security requirements.
- Accepting deliveries and moving items to required locations.
- Supporting housekeeping function as needed.
- Assisting with sanitizing all common areas.
- Maintenance and cleaning of RMHC vehicles.
- Transporting items to other organizations outside of RMHC Alberta, e.g. bottle depot, eco-centres.
- Handling of basic cleaning supplies
- This position is part-time: 24 hours per week, hours to be agreed with Facilities Manager



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### **Facilities Coordinator Qualifications**

- Must be a self-motivated individual
- Ability to complete basic building repairs and maintenance
- Safety & first aid experience will be considered an asset
- Must be meticulous with cleanliness
- Willingness to go the extra mile
- Must be able to lift 40 lbs
- Must have a clean Class 5 driving licence and able to provide driver's abstract
- Completion of a Workplace Hazardous Materials Information System (WHMIS) certificate would be an asset but can be taken upon appointment
- Must provide a clear criminal record check including a vulnerable persons check

This position is 24 hours per week based out of the Edmonton location with some flexibility on hours. This is a six-month position.

Please submit resume with cover letter quoting the position title "**Facilities Coordinator**" to [hr@rmhcalberta.org](mailto:hr@rmhcalberta.org). We would like to thank all applicants; however only those selected for an interview will be contacted.