



**Job Title:** Ronald McDonald House Maritimes Family Room Coordinator (Halifax)

**Reporting to:** Program Manager

**Start Date:** July 27<sup>th</sup>, 2026

Ronald McDonald House® Maritimes is seeking the energy and expertise of a full-time **Family Room Coordinator** at our Halifax location.

**About us:**

Ronald McDonald House Maritimes is a non-profit organization dedicated to improving the health and well-being of children and families. We provide a supportive and caring environment for families who must travel to receive medical treatment for their children, operating several programs, including a newly constructed Ronald McDonald House in Halifax, NS, and Ronald McDonald House Family Rooms in Moncton, NB and Halifax, NS. Ronald McDonald House Maritimes is part of a supportive global network sharing resources, training, and best practices among chapters.

Whether it is a cup of coffee, a shower, a hot meal, or a load of laundry, our Family Room is a place for families to relax, refresh, and recharge. At over 2000 sq ft, the Halifax Family Room includes three overnight sleeping rooms for caregivers with a child who has been admitted to the IWK Health Centre, kitchen and laundry facilities, a play area, a wellness room, and a comfortable lounge with TV and Internet access.

**Job Summary:**

The Family Room Coordinator for Ronald McDonald House Maritimes is responsible for overseeing the daily operations of the Family Room program in the IWK Health Centre, helping to ensure and facilitate the smooth and caring delivery of our services to Family Room guests.

This position operates independently, with directions from the Program Manager, in a satellite office within the IWK Health Centre Ronald McDonald House Family Room. The coordinator will work directly with volunteers to deliver programs for families visiting the Family Room.

**Key responsibilities include, but are not limited to:**

- **Family Services Support:** Act as a first point of contact for families, welcoming them to Ronald McDonald House Maritimes Family Room and providing compassionate support by connecting them to IWK and Ronald McDonald House resources, while delivering a warm, volunteer-supported guest experience through greetings and guided tours.
- **Volunteer Management:** Work closely with the Volunteer Manager to schedule, train, and provide ongoing support to a team of dedicated Family Room volunteers.



- **Family Room Management/Operations:** Ensure the space remains safe, clean, and welcoming, manage inventory and supplies, collect and submit data on Family Room usage, manage the use of the three overnight rooms.
- **Home for Dinner Program support:** Assist in the coordination and delivery of meals prepared for families, ensuring inclusivity and food safety.

The Family Room Coordinator advances the mission of Ronald McDonald House Maritimes in a manner consistent with the excellent quality of services, programs and outreach provided to our community since 1982. In the spirit of teamwork, the Family Room Coordinator maintains a close rapport with the Family Room volunteers and acts as a liaison between the Ronald McDonald House Family Room, Ronald McDonald House staff, and IWK staff.

#### **Qualifications:**

- University degree or college diploma in a related field, or meaningful experience in a similar role.
- Comfortable working with families of children in times of stress or crisis.
- Excited to work independently and adapt with a dynamic and flexible role.
- Ability to build and foster relationships with individuals of a variety of ages, backgrounds and experiences.
- Capable of working effectively with families, staff, volunteers, donors, and hospital staff (social work, nurses, etc.).
- Experience in volunteer management, training, and/or facilitation.
- Demonstrates leadership skills.
- Passion for the mission of Ronald McDonald House.
- Possess the personal characteristics of being warm, outgoing, compassionate, flexible, assertive, honest, trustworthy, responsible, and professional.

#### **Hours:**

Full time (40 hours/week). Generally, 9:30am-5:30pm Monday to Friday. Evenings and weekends are occasionally required.

#### **Salary Range:**

\$52,605 – \$61,889

#### **Working Conditions:**

Ronald McDonald House houses families with seriously ill children. All staff must display care and compassion, and possess emotional maturity, discretion, and be capable of respecting the dignity



and rights of guests, volunteers, and other staff members. Maintaining confidentiality is of the utmost importance. In fulfilling our mission of keeping families close and providing a warm, inviting, and safe home-like environment, we are committed to displaying cultural competency and treating all families, volunteers, and staff fairly and respectfully. This role also requires the ability to perform light physical tasks, including lifting, pushing, and pulling up to approximately 20 lbs. We welcome candidates of all abilities and are committed to providing accommodations that supports success in the role.

**Commitment to Diversity, Accessibility & Equal Opportunity:**

At Ronald McDonald House Maritimes, we are committed to fostering an inclusive and accessible environment where diversity is celebrated and all individuals feel respected and supported. We encourage applications from people of diverse backgrounds and abilities, including racially visible persons, members of the 2SLGBTQIA+ community, and those requiring accessibility accommodations. We provide equal opportunities for all employees, volunteers, and applicants, and value the unique contributions each person brings to our community.

**To Apply:**

Submit a resume by June 30<sup>th</sup>, 2026, to [careers@ronaldmcdonaldhousemaritimes.ca](mailto:careers@ronaldmcdonaldhousemaritimes.ca). Supplemental information about connection to the cause, career aspirations, and affiliations may be submitted via cover letter. Please note, only candidates selected for interview will be contacted.

We thank all applicants for your interest in Ronald McDonald House, however, only those candidates who have been selected for an interview will be contacted.