



## Ronald McDonald House Charities of El Paso Family Room Volunteer Position Description

### Providence Memorial Hospital

Position: Family Room Volunteer (weekly and substitute)

Coordinator: Tami Matos

Commitment: Family Room Volunteers are asked to make a commitment for a period of one year. Weekly volunteers are scheduled to work a four hour shift each week. Substitute volunteers are asked to work a minimum of one four hour shift per month. The Family Room operates seven days a week, 365 days a year. Volunteers are required to report to the Family Room for their shift, including holidays. Volunteers must obtain a substitute in their absence.

Qualifications: Family Room volunteers must be at least 18 years old.

Shifts: 7 days a week from 9am - 1pm, 1pm - 5pm, and 5pm - 9pm.

Responsibilities: The responsibilities of the Family Room volunteers vary from week to week but will include the following tasks:

- Greet families
- Check Daily Census
- Prepare snacks
- Answer Phones
- Restock Supplies
- Make coffee/tea
- Light cleaning
- Sign families in/out

Training: Volunteers will be required to complete volunteer applications from both RMHC & Providence Hospital and attend 2 hour trainings at both RMHC and at Sierra Medical Center. In addition, volunteers must submit to a background search and a health assessment provided at no cost.

