



香港觀塘有信街 2 號
2 Yau Shun Street, Kwun Tong, Hong Kong
電話 Tel: (852) 2947 8778
傳真 Fax: (852) 2947 8780
電郵 Email: rmh@rmhc.org.hk
網址 Website: www.rmhc.org.hk

RMHC HONG KONG Assistant Manager of Volunteer Program

RMHC Hong Kong is a fast-growing organization looking for passionate talents to join. The mission of RMHC Hong Kong is to create, find and support programs that directly impact the health and well-being of seriously sick children and their families that we have served for over 27 years and worldwide for 49 years. We provide a 'home away from home' accommodation and 'family-centered care' services to ensure families stay close together while their child is undergoing hospital treatment.

To fulfil the rising demand for the unique services we provide, we are expanding from a 23-room Ronald McDonald House in Shatin, to a new and additional 66-room Ronald McDonald House in Kwun Tong. Having been the first chapter of the RMHC global network established in Asia in 1996, we are as committed as ever to providing shelter to those families confronted with the most difficult physical and psychological challenges with a child in serious sickness.

For more details, please visit www.rmhc.org.hk

Report directly to Senior Manager of Volunteer Program, this meaningful job will give you a chance to extend your full potential to make it a great success to our services expansion of the new Ronald McDonald House and contribute to the philanthropy of Hong Kong.



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Key Responsibilities:

- Develop regular House programs for RMH children and families
- Daily volunteer scheduling for House programs.
- Manage House guests and Day Pass participants for daily activities.
- Maintain volunteer records and database using the Volunteer Manage System.
- Host regular volunteer orientations for new recruitments.
- Network with local volunteer agencies.
- Coordinate with various departments for volunteer and participant recruitment and scheduling.
- Support VIP visits, outings, and programs during weekdays and weekends.

Requirements:

- A social worker degree is a plus.
- Passionate about working in NGO sector and making impact on families.
- A degree holder with a minimum of four years-relevant work experience, preferably in NGOs/schools.
- Eagerness to run program workshops and events, and to lead children's groups.
- Self-motivation, hard-working and strong interpersonal skills.
- A team player who can work independently with minimal supervision.
- Proficiency in written and spoken English and Chinese.
- Proficiency in PC skills, including MS Word, Excel, PowerPoint, Chinese word processing.

Interested parties please send your CV with present and expected salary to admin@rmhc.org.hk