



**Ronald McDonald
House Charities®**
Toronto

HR Coordinator, Staff and Volunteer Engagement
12-month contract
Toronto, Ontario (240 McCaul Street)

The organization

Since 1981, Ronald McDonald House Charities (RMHC) Toronto has served as a place to call home for families with seriously ill children undergoing treatment. RMHC Toronto encompasses a House for 81 families in downtown Toronto and seven Family Rooms in hospitals across the Greater Toronto Area and in Sudbury.

We are looking for a part time HR Coordinator, Staff & Volunteer Engagement to join our team in Toronto.

About the opportunity

The HR Coordinator is a direct line of support in the recruitment, orientation, training and engagement of all RMHC Toronto staff and volunteers. The Coordinator plays an important role in ensuring adherence to staff and volunteer policies and procedures while providing timely reports and metrics that indicate the health, impact and sustainability of RMHC Toronto's workforce.

What will you be doing?

Key Contributions – Staff

- Support recruitment activities including the interview booking process and the reference checking process for staff;
- Perform various onboarding processes including the preparation of orientation packages, follow up with new hires on outstanding documentation, Vulnerable Sector Screening police check process, passcodes, all RMHC property assigned and identification badges;
- Assist with training and development initiatives (i.e. Lunch and Learn sessions) for the organization;
- Respond to general HR inquiries as appropriate;
- Maintain an up-to-date filing system and ensure correspondence and documentation is filed in a timely and reliable manner;
- Enter employee-related changes into the payroll system (Payworks) and maintain hard-copy employee files as required

- Participate in special projects and organization-wide quality improvement initiatives;
- Support the maintenance of a safe and healthy work environment and advance a culture of safety through work and daily practices.

Key Contributions – Volunteers

- Support volunteer recruitment, including screening, onboarding, orientation and training;
- Prepare accurate and timely administrative reports and statistics;
- Maintain volunteer files/data and volunteer progress via the volunteer database (Volgistics);
- Assist with queries related to Volunteer Engagement;
- Coordinate and prepare volunteer workshops and training – inclusive of tracking attendees, materials, certificates of completion, ordering of food, etc.;
- Steward relationships and consistently demonstrates RMHC Toronto’s high appreciation of our volunteer workforce;
- Develop and execute strategies in response to trends or patterns in volunteer recruitment and engagement.
- Other duties as assigned.

If you have the following background:

- Post-secondary diploma with 2-3 years of experience as an HR Coordinator or a related area;
- HR Certification or Volunteer Management certification preferred;
- Strong aptitude in database usage; experience with Payworks and/or Volgistics an asset;
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
- Experience in the non-profit sector an asset.

And the following personal attributes:

- Superior presentation and verbal and written communication skills;
- Must be comfortable giving presentations and facilitating training workshops
- Strong customer service skills including listening, tact and courtesy;
- Exemplary collaboration and interpersonal skills with a demonstrated ability to develop and maintain relationships;
- Organized, detailed oriented, with strong follow through;
- The ability to work in a fast-paced environment, prioritize and multi-task;

- Ability to work independently to tight deadlines while balancing multiple and sometimes conflicting demands from various stakeholders;
- Team-player willing to support, encourage and motivate our workforce;
- Maintains confidentiality and manages sensitive situations with excellent judgment and discretion;
- Outgoing and able to inspire others. A strong desire to make a difference in the lives of children, families and the community;
- Willingness to work flexible hours, including evenings and occasional weekends.

We want to hear from you!

Like what you're hearing so far, but still wondering if RMHC Toronto is right for you? We offer:

- A competitive compensation & health benefits package
- An opportunity to make a difference in the lives of children, families and the community.

Interested in being a part of the RMHC Toronto team? Does this sound like you? If so, we look forward to your application!

RMHC Toronto embraces diversity and encourages all qualified applicants to apply.

Please inform us if you require any accommodations during the hiring process. Please note that only those candidates selected for an interview will be contacted. If you are interested in this position, please submit your resume using the link below:

<https://www.fitzii.com/apply/50743>

The successful candidate will need to undergo a successful Vulnerable Sector Screening Police check.