



We are a team of inspired individuals who make a difference in people's lives. Our mission is to provide a home-away-from home for seriously ill children and their families, and to develop other programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific.

We are looking to reinforce our team with people who care, are decisive, and prepared to do a lot of good. If you are talented, energetic and excited to share in our commitment of building a greater future, we have a career opportunity for you.

### **Job Summary**

The Weekend Relief Manager is responsible for managing the operations of the House (including guest and facilities related matters), and supervision and direction of volunteers. Must be available to work a minimum of two weekend shifts per month as assigned from Friday 4:30 PM to Saturday 7:30 PM or Saturday 7:00 PM to Sunday 10:00 PM; minimum two shifts per month.

The principal duties include managing House Operations and Guest Relations.

### **House Operations**

- Handle registrations and assign guests to rooms.
- House accounting to include fee collections and other recordkeeping.
- Be responsible for the completion of the House Daily Check List to include housekeeping and maintenance. Conduct House checks of all common areas for order and cleanliness.
- Understand and be able to implement emergency procedures and have a continued awareness of situations that may have emergency potential.

### **Guest Relations**

- Communicate policies and procedures to guest and visitors in a manner that promotes caring and understanding.
- Serve as a resource person by providing information about appropriate services.
- Demonstrate good listening skills and interest in people and be available to guests.
- Promote home-like atmosphere for guests and visitors.
- Work with volunteers and other staff to coordinate special events and activities for guests planned for evening hours.

### **Requirements:**

- Post high-school diploma or degree, equivalent course work/training in human services, health sciences or related field.
- Experience in managing a facility (household equipment, emergency systems, grounds maintenance equipment) is necessary.
- Valid driver's license.

Hours: Friday 4:30 PM – Saturday 7:30 PM or Saturday 7:00 PM – Sunday 10:00 PM