

Now Hiring: Volunteer Coordinator

Location: Syracuse, NY (On-Site | 8:30am–5:00pm)

Status: Full-Time | Non-Exempt (Hourly)

Salary Range: \$23.50–\$26.00 per hour

Make a Difference Every Day

At Ronald McDonald House of Central New York, we believe that healing happens together. Our mission is to support the health and well-being of children and families by providing compassionate, family-centered care while their children receive treatment at Syracuse-area hospitals and clinics.

We're seeking a Volunteer Coordinator to lead and grow our vibrant volunteer program—ensuring that every volunteer feels valued, prepared, and connected to our mission. If you are an organized, people-centered professional who thrives in a fast-paced, service-driven environment, this is your opportunity to help power the heart of our House.

What You'll Do:

- Recruit, onboard, train, and support individual and group volunteers.
- Review applications, conduct screenings, and complete reference and background checks.
- Collaborate with all departments to identify volunteer needs and opportunities.
- Schedule and coordinate volunteers to support daily House operations and program activities.
- Foster a welcoming, mission-driven volunteer culture through supervision and ongoing communication.
- Plan and coordinate volunteer appreciation and recognition events.
- Provide direct support to the Meals That Heal program.
- Manage and grow a Speakers Bureau program, supporting volunteers who represent RMHC CNY at community events and fundraisers.
- Maintain accurate volunteer records, hours, and documentation.
- Ensure compliance with RMHC policies, confidentiality standards, and safety protocols.
- Assist with special events, fundraising activities, and other mission-focused initiatives.
- Perform other duties as assigned to support organizational goals.

What You Bring:

- Associate's degree
- Prior experience in volunteer coordination, nonprofit organizations, or community engagement.

- Strong communication and interpersonal skills.
- Ability to manage multiple priorities in a fast-paced, family-centered environment.
- Self-starter who can work independently and adapt to new responsibilities.
- Proficiency in Microsoft Word, Excel, and Outlook; working knowledge of database systems.
- Commitment to adhering to RMH CNY policies, procedures, and performance standards.
- Flexibility to work occasional evenings and weekends as needed.

Why Join Us?

You'll be part of a passionate team driven by compassion, equity, and impact—providing a home away from home when families need it most. Our volunteers are essential to our mission, and in this role, you'll help cultivate the caring community that makes our work possible. We offer a supportive workplace culture and the opportunity to make a meaningful difference every day.

Ready to Apply?

Email your resume and a cover letter outlining your experience and passion for our mission to:

 careers@rmhcny.org