



**Department:** Operations

**Reports to:** Director of House Operations

**Status:** Seasonal Part-Time (10 hours each week during months of May through October)

**Our Mission:**

To keep families together and promote the health and well-being of children

**Job Purpose:**

The Landscape and Grounds Coordinator is a crucial member of the House Operations Team, responsible for overseeing all activities related to the 7.5 acres of grounds (including the ¾ acre Secret Garden) of Ronald McDonald House Charities® of Eastern Wisconsin, Inc. (RMHC or House). The Coordinator supports the Director of House Operations and works in cooperation with RMHC staff and volunteers to promote and keep our grounds beautiful, safe and well-kept during the spring through late fall growing season. Coordinator will identify grounds needs and work closely with grounds service providers and vendors, encouraging donated or discounted service and always with a “mission first” focus.

**RMHC Grounds:**

- Support well-kept, safe and inviting RMHC grounds for guest families, volunteers, donors, staff and other visitors to enjoy as part of their RMHC experience
- Coordinate seasonal grounds needs and work with vendors and service providers to maintain the grounds, including, but not limited to; landscapers, arborists, water feature professionals, sprinkler, and lighting companies
- Maintain an annual calendar of grounds needs, being proactive in scheduling timely work to ensure the grounds are in excellent shape throughout the growing season
- Report all grounds-related issues to Maintenance/ Director of House Operations via MaxPanda
- Walk the grounds at least weekly to identify issues and proactively address any grounds' needs
- Support and enforce RMHC policies and procedures, as documented in RMHC Operations Manual, to ensure the safety of our guest families and visitors when on the grounds of RMHC
- Identify larger grounds projects, working collaboratively with Operations Team to identify funders for projects and timelines to mitigate disturbance to guest families during project construction
- Other duties as assigned by the Director of House Operations

**Secret Garden:**

- Establish a professional and collaborative relationship with the UW-Extension Master Gardener volunteers, understanding the Gardener's responsibilities and goals in maintaining the Secret Garden's Master Garden designation



**Ronald McDonald  
House Charities®**  
Eastern Wisconsin

## **RMHC Job Description**

### Landscape and Grounds Coordinator

- Support Secret Garden Chair in identifying hardscape and softscape needs of the Secret Garden
- Use the Secret Garden as a way to educate and inspire our guest families to understand the positive impact gardening has on their health and well-being; collaborate with Secret Garden Chair to support the Family Garden Education Program

#### **Qualifications:**

- Prior work experience and knowledge of organic gardening and Midwest landscaping, preferably with a landscape architect or horticulturalist designation
- Passion for the RMHC Mission
- Approachable and easy to talk to, warm, pleasant and gracious to guest families, RMHC colleagues and volunteers
- Ability to interact professionally with families, staff, volunteers, vendors, donors and the community
- Ability to prioritize and multi-task, using effective customer service skills to work independently
- Excellent written and verbal communication skills, bi-lingual in English and Spanish a plus
- Computer proficiency, including familiarity with all MS office products
- Must exhibit a high level of responsibility, be dependable and timely
- Flexibility in work schedule, allowing for additional hours, if needed.

Any interested candidate should send a cover letter and resume to Kelly Levenhagen at [klevenhagen@rmhc-easternwi.org](mailto:klevenhagen@rmhc-easternwi.org) by May 10, 2019.