



## **Volunteer Coordinator, Programs**

### **Who We Are:**

JoyRx, the mission delivery of Children's Cancer Association, is the only organization of its kind. Established in 1995, JoyRx has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment, and vision to transform the standard of care for seriously ill children with Joy every day. We have pioneered innovative, award-winning pediatric programs of music, friendship, and nature.

JoyRx is passionate about diversity, equity, and inclusion and we believe that a diverse staff of highly skilled and creative individuals is necessary to achieve the vision and mission of the organization. We strive to create a work environment that reflects the communities we serve where everyone feels empowered to bring their whole, authentic selves to work, fully as they identify. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

### **Who You Are:**

You have a passion for connecting volunteers with meaningful opportunities to make a difference. You are a skilled professional speaker who is able to inspire involvement and support for the JoyRx mission. You are detailed and organized, able to juggle multiple competing priorities with a positive attitude. You will play a crucial role in recruiting, retaining, and recognizing volunteers to ensure the efficient and effective operation of various projects and programs. Your exceptional organizational and interpersonal skills will be essential in fostering a positive and productive volunteer experience and inclusive volunteer environment. The Volunteer Coordinator reports to the Director of Programs, PNW.

### **Essential Functions of the Volunteer Coordinator:**

- Meet with businesses, colleges, and community organizations to lead volunteer recruitment.
- Attend and/or host company volunteer fairs, college volunteer/ career fairs, and represent JoyRx at appropriate outreach opportunities.
- Recruit, orient, and place volunteer applicants appropriately.
- Transition volunteer orientation to an online model and ensure compliance moving forward.
- Coordinate volunteer needs for programs, events, and projects.
- Regularly monitor and update websites that advertise volunteer opportunities.
- Process volunteer applications and enter into appropriate database. Track volunteer hours.
- Provide input regarding volunteer evaluations and recognition.
- Maintain policies, procedures, training, and standards of volunteer services.
- Support volunteer management as needed for large organization events, alongside staff leads.
- Support Austin market volunteer outreach and training where needed.
- Other duties as assigned.

### **Qualifications and Requirements:**

- Proven experience in volunteer management, preferably in a non-profit or healthcare setting.
- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent communication skills, both written and verbal, to interact with volunteers, staff, and external partners.
- Strong presentation skills with the ability to inspire involvement and volunteerism.



Children's Cancer Association

- Empathetic and compassionate, with the desire to work with individuals from diverse backgrounds and circumstances.
- Motivated by JoyRx's mission with a drive for continuous learning and improvement.
- Proficiency in Microsoft Office Suite required.
- Bilingual capacity preferred (Spanish).

#### **Competency Requirements:**

- **Relationship Building** – Establish and maintain high-impact relationships with donors, partners, and staff. Initiate contacts readily.
- **Initiative** - Be proactive not reactive, make things happen.
- **High Standards** - Ensure exceptional quality and necessary attention to detail.
- **Active Communications** - Create an open and accessible environment that encourages flow of information and values continuous information exchange.
- **Energy** – Exhibit stamina and endurance and maintain a fast pace over time.
- **Planning & Organizing** – Prioritize multiple tasks and maximize use of available time to ensure work is accomplished efficiently and accurately.

#### **Work Environment:**

At JoyRx we are committed to a work environment where each person feels a sense of belonging and they are recognized, appreciated, and valued.

This position is based in the JoyRx Portland, Oregon office. JoyRx offers a hybrid office environment, with both onsite (professional open office environment) days and the ability to work remotely up to two days/week (Mondays & Fridays).

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without a reasonable accommodation. Due to the nature of JoyRx's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All JoyRx employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, unless a reasonable accommodation is approved.

This position requires frequent operation of a computer and other office equipment, like a computer printer. The role involves extended periods of standing and sitting. The role may involve tasks that require manual dexterity, such as setting up event booths, handling paperwork, or using computer equipment. This position requires the ability to speak, hear, write, and read English. This is largely a sedentary role; however, some occasional lifting is required (up to 20 lbs.).

#### **Compensation & Benefits:**

JoyRx is a growth organization that looks for team members to grow with it. JoyRx offers a generous total rewards package, a casual work environment, and an inclusive culture.

This position offers a competitive benefits package and a pay rate starting at **\$21/hr**. Final offer amounts and levels are determined by multiple factors, including your experience, bilingual status, and may vary from the amount listed above.

#### **Generous benefits include:**

- Heavily subsidized medical, vision, dental, and alternative care benefits



Children's Cancer Association

- Generous PTO package, paid wellness days, and nine (plus two floating) paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- 401(k) with 3.5 percent JoyRx match
- Paid four-week sabbatical to pursue creative talents after eight years of service
- Professional development annual benefit
- Subsidized on-site parking or public transportation reimbursement.

**Position Type/Expected Hours of Work:**

This is a full-time (40 hours/week) non-exempt position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm, and Friday 8:00 am – 12:00 pm, with the option to be remote Mondays and Fridays. This position requires occasional evening hours and weekend work.

**General Information:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time, with or without notice.

**Application Guidelines:**

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role.
2. Tell us if the compensation and benefits information listed above meets your needs.

**To learn more about JoyRx, the mission delivery of Children's Cancer Association, visit [JoyRx.org](http://JoyRx.org).**

Watch Founder and Chief Joy Officer Regina Ellis' TEDx Talk on the [Joy Effect](#)

**JoyRx Maxims:**



Children's Cancer Association

## **We believe kids deserve long, wonderful lives.**

Or, at the very least, short, wonderful lives. **We believe cancer sucks.** We've had it, or loved someone who did. **We prescribe moments of joy for kids who are in the fight against all serious illness.** We create lasting memories for the loved ones who stand beside them. **We believe joy grows exponentially when it's used collectively.** We are surrounded by a league of extraordinary heroes who perform amazing feats of compassion, generosity, and love every day. **We are music medicine pioneers.** We believe in purple. **We know joy comes in all colors, shapes, and sizes – just like the kids who need our help.** We love to laugh. **We are not afraid to cry.** We spend every dollar wisely. **We give hugs freely.** We believe in today. **We respect our history as a grassroots organization.** We embrace our destiny as a global source of [JoyRx](#). **We believe these things matter.**