



Volunteer Assignment

Terry Fox Foundation Office Support Volunteer

Background

In the early days of his run in 1980, Terry was an unknown runner on a lonely road. It was in the face of this kind of adversity that Terry formed his indomitable spirit. Today, every one of the Terry Fox Runs in Canada reflects that same spirit. Immersed with a sense of hope that inspires and motivates every participant.

Today, Terry's legacy continues to lead breakthroughs not imaginable when he was diagnosed in 1977, by the research funded by the annual Terry Fox Run and the amazing volunteers that host and participate in every Run.

Purpose

As a Terry Fox Foundation Office Support Volunteer, you will be helping to carry on Terry's vision of a world without cancer by providing in-office and/or hybrid support to our local offices with computer data entry, administrative and/or manual tasks. This can be scheduled weekly or on-call per project basis throughout the year based on your availability.

For a list of our office location please go to terryfox.org/contact-us/

Key Responsibilities of a Terry Fox Foundation Office Support Volunteer(s)

- Adhere to the Terry Fox Foundation policies and mission
- Complete assigned task with attention to detail and accuracy
- Communicate with staff any support you need to complete tasks
- Assist with administrative tasks as assigned by various departments
- Able to work independently and in a team
- Work in a clean and uncluttered manor
- This assignment is well suited for a few individuals who would like to take on a specific role or task and not limited to only one individual

Time Commitment

- Peak organization months are **April through September**
- Post-run tasks are carried out from **October to March**
- Flexible weekly schedule 5-20 hours per week
- On-call as needed throughout the year to complete specific tasks

What You Bring

- Commitment to Terry's vision of creating a world without cancer
- Adherence to Terry's guidelines and policies
- Strong communication skills, verbal and written
- Responsive, organized, and self-driven with the ability to multi-task and problem solve

- Collaborative team player who facilitates cooperation and results

What We Offer

- The opportunity to join the legacy of a great Canadian
- Work with the ultimate national grassroots organization that changes lives for the better everyday
- An opportunity to build and discover professional skills, and expand your networks
- Dedicated TFF staff partners, team of peers and training manuals and on-line resources
- The amazing sense of community and accomplishment on Terry Fox Run Day – it can't be beat!

For a list of our office location please go to <http://terryfox.org/contact-us/>

How to Apply

Terry Fox showed Canadians that anything is possible if we try. We invite you to join us in our ongoing mission to realize Terry's dream of a world free of cancer. Please send your information to volunteer@terryfox.org. Include a resume and cover letter if you are able. Or apply online at terryfox.org/terry-fox-run/volunteer/

We thank all who express interest in this volunteer opportunity.