



**POSITION TITLE:        SUNRISE PROGRAMS HOSPITAL COORDINATOR**  
**REPORTS TO:            SUNRISE PROGRAM DIRECTOR**  
**STATUS:                 PART/FULL-TIME (Hourly)**  
**LOCATION:                DAVID POSNACK JCC, DAVIE & SFL HOSPITALS**

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**SUMMARY:** The Sunrise Programs Hospital Coordinator plays a vital role in delivering joy, connection, and meaningful experiences to children and adults with cancer while they receive treatment. This position supports and expands the DPJCC Sunrise on Wheels program through regular hospital visits, administrative support, and collaboration with hospital staff and volunteers. The ideal candidate brings enthusiasm, compassion, and comfort working with chronically ill children and their families.

## **Key Responsibilities/Requirements**

### **Hospital Visits & Program Delivery**

- Conduct weekly hospital visits, including:
  - Joe DiMaggio Children's Hospital – **2 x per week**
  - Nicklaus Children's Hospital – **1 or 2 x per week**
  - Memorial Cancer Institute (Pembroke Pines) – **1 x per week**
- Engage patients and families through fun, uplifting, and age-appropriate activities
- Create a welcoming, joyful environment that transforms the hospital experience
- Collaborate with hospital staff, child life specialists, and volunteers during visits

### **Administrative & Reporting**

- Complete required paperwork and visit reports after each hospital visit
- Assist with general administrative office tasks during downtime
- Maintain accurate program documentation and communication logs; required as part of grant funding

### **Program Growth & Support**

- Support camp and program planning initiatives
- Assist with quarterly Sunrise Sunday events
- Plan, coordinate and implement Hospital pop-up events throughout the year
- Recruit families/campers for Sunrise camp during Sunrise on Wheels visits
- Assist with volunteer coordination and engagement as needed
- Collaborate with partners to help grow and strengthen hospital-based programming

### **Marketing & Outreach**

- Support social media and marketing efforts, including content ideas, photos, or storytelling
- Assist with outreach initiatives that highlight program impact

## Qualifications & Skills

- Comfort and confidence engaging with chronically ill children, adults and their families
- Warm, energetic, and compassionate personality
- Strong communication and organizational skills
- Ability to work independently and manage a weekly visit schedule
- Spanish-speaking **a plus**, but not required
- Social media or marketing experience **a plus**
- Prior experience in hospitals, nonprofits, education, or child-focused settings preferred

## Health & Compliance Requirements

- **Annual flu vaccine is mandatory** for all Sunrise on Wheels staff and volunteers
- Additional health screenings (such as a **PPD/TB test**) may be required based on hospital policies

## Why Join Us

This role offers the opportunity to make a direct, meaningful impact by bringing joy, laughter, and human connection to individuals facing cancer. Every visit matters and every smile makes a difference.