



CJSW RADIO

ON AIR 90.9 FM - ON DEMAND CJSW.COM

Room 312 MacEwan Hall, University of Calgary
2500 University Dr. NW Calgary, AB T2N 1N4
tel: (403) 220-3902 web: www.cjsw.com

VOLUNTEER COORDINATOR

CJSW 90.9 FM, the University of Calgary Student Radio Society, is hiring for the position of **Volunteer Coordinator**.

The ideal candidate is an excellent communicator, a natural team-builder and a dedicated organizer. The successful candidate for this role will possess an interest in recruiting, leading and empowering CJSW's diverse and ever-changing volunteer membership to thrive in a truly unique environment. This position also requires strong multi-tasking and administrative skills, excellent communication, both verbal and written, patience and a good sense of humour.

The Volunteer Coordinator position will start as soon as possible and is contracted for a period of two years with the potential of extension. This position is based on a 37.5 hour work week that generally follows a Tuesday-Saturday schedule. The successful candidate will have the flexibility to work evenings and weekends on occasion. The Volunteer Coordinator reports to the Station Manager.

Duties Include:

- Working with other CJSW staff to engage, manage and lead 250+ volunteers of varying backgrounds, engagement and experience levels.
- Working with staff and senior volunteers to develop volunteer recruitment, intake and training systems.
- Performing daily reception tasks such as answering phones, greeting visitors, giving tours of the station, and general maintenance and upkeep of the CJSW spaces.
- Developing talent and dedication within the volunteer base, with a particular focus on recruiting volunteers among current undergraduate students at the University of Calgary.
- Working with all CJSW staff to foster rewarding volunteer opportunities and recognition.
- Collaborating with all departments on how to effectively engage volunteers with all station operations.
- Engaging with staff and volunteers to effectively utilize CJSW's volunteer management software, Better Impact.
- Working with all departments to utilize volunteers to help plan, prepare and execute events, such as McHugh House events and other special activations as they arise.
- Preparing reports on volunteer activity, engagement and recognition.
- Understanding and fostering the ever-changing culture of CJSW
- Acting as the front-line representative of the organization to volunteers and guests.
- Fostering a safe work environment by implementing safety recommendations as CJSW's designated Occupational Health and Safety Representative.
- Other duties as required.



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The ideal candidate is:

- Someone who is comfortable working as a mentor and manager of people.
- Big-hearted, open-minded and passionate.
- Organized, with the ability to manage multiple tasks at once.
- A strong listener, with skills in conflict resolution.
- A natural self-starter with an interest in learning and teaching.
- Enjoys developing and implementing new ideas into action.
- Interested in community-building, underground culture and alternative media.

Qualifications:

- A clear and accurate understanding of CJSW's culture, and the station's place in the Calgary community.
- Experience with volunteer-powered environments.
- Strong organizational, administrative and leadership skills.
- Post-secondary education is an asset, but is not required.
- Experience working with members of vulnerable populations, i.e youth and those living with disability.
- Ability to work in a highly collaborative environment.
- Experience with audio and/or video production and engineering is an asset

Terms: Pay starts at \$41k per year, with potential for negotiation depending on experience and qualifications. This position is for 37.5 hours per week. This salaried position is paid out bi-weekly. The successful candidate will have access to a modest health and dental benefit package upon completion of the three-month probationary period.

****Applications Close: ** November 14th, 2022, at 12 noon MST**

****Position Start Date: ** As soon as possible**

Please apply by sending your resume and cover letter to manager@cjsw.com.

CJSW is an equal opportunity employer. Everyone is thanked for applying; however, only those selected for an interview will be contacted.

CJSW 90.9 FM broadcasts out of Moh'kins'tsis (Calgary, AB) at the University of Calgary campus radio station located on Treaty 7 land. I would like to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprised of the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III. I would also like to note that the University of Calgary is situated on land adjacent to where the Bow River meets the Elbow River, and that the traditional Blackfoot name of this place is "Moh'kins'tsis", which we now call the City of Calgary.



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