

**Simon Fraser Campus Radio Society
CJSF 90.1FM Radio, 93.9FM Cable**

Volunteer Coordinator

CJSF is a campus/community radio station broadcasting on 90.1 FM and located at Simon Fraser University in Burnaby, British Columbia. <http://www.cjsf.ca>

The **Volunteer Coordinator** is responsible for overseeing the volunteer experience, especially for new volunteers, and ensuring that volunteering for CJSF is a positive experience. They are in charge of interviewing new volunteers, matching them to jobs, and enabling them to succeed. The Volunteer Coordinator works closely with CJSF's core staff and executives and reports to the Station Manager. **This is a volunteer position;** however, a monthly honorarium of \$320 is provided, and \$200 of professional development funding may be requested each year.

Responsibilities:

- Assist with recruitment, orientations, and basic training as needed
- Onboard and build relationships with (and between) volunteers
 - Conduct initial interviews with new volunteers
 - Make note of their interests, motivations, histories, strengths/weaknesses
 - Teach them to use our volunteer systems
 - Refer volunteers to appropriate departments and department heads based on their interests
 - Assign new volunteers an initial task and handhold throughout this task
- 2 Maintain presence and relationships with volunteers
 - Find volunteers to do specific jobs/tasks and find jobs/tasks for volunteers
 - Hold hands/follow up on projects in a timely fashion
 - Encourage openness and build a dialogue with our volunteers by being an ear for them
 - Give volunteers feedback and positive reinforcement, and be present to hear feedback or concerns
 - Negotiate between volunteers, ensure that everyone is respected, and inform the Station Manager if there are any (even small) conflicts
- 3 Maintain volunteer records in the Better Impact, our online volunteer management system
- 4 Oversee all volunteer systems and communications
- 5 Supervise volunteers as needed
- 6 Help organize the annual volunteer review where we assess our systems

Qualifications:

- Excellent interpersonal, communication, and listening skills exhibited with a high level of professionalism
- Strong written and verbal communication skills
- Strong planning, organizational, and time management skills
- Previous community radio or broadcasting experience would be an asset

Appointment is for one year with possible renewal.

PLEASE FAX, DELIVER, MAIL OR EMAIL YOUR RESUME AND COVER LETTER TO:

ATTN: Station Manager, Simon Fraser Campus Radio Society

TC 216 Simon Fraser University, Burnaby, BC, V5A 1S6

FAX: 778 782-3695

EMAIL: or cjsfmgr@sfu.ca (please put Volunteer Coordinator Application in the subject line)

APPLICATION DEADLINE: *September 11, 2019.*

Only candidates who are short-listed will be contacted. CJSF is an equal opportunity employer. CJSF encourages applications from individuals from traditionally disadvantaged groups including, but not limited to First Nations, women, queer folks, persons of colour, and people with disabilities.