

JOB POSTING - CFRU 93.3 FM at the University of Guelph is hiring for the position of VOLUNTEER COORDINATOR (CFRU STAFF) – 20 Hours per week

CFRU 93.3FM is a volunteer driven student and community radio station, committed to broadcasting high quality, innovative and entertaining music and spoken word programming which serves as a distinct alternative to other available radio services.

Nature and Scope: The Volunteer Coordinator is responsible for orientation, support and conduction and maintenance of progress reports for all volunteers at CFRU. The Volunteer Coordinator is also responsible for ensuring CFRU has an effective intake program.

Supervisory duties include recruiting, orienting and selecting volunteers for all aspects of the station, supporting staff/management efforts in training volunteers appropriately, mentoring of volunteers as well as conducting and maintaining records of progress reports for all station volunteers.

Duties include:

- Provide opportunities for volunteers wherever possible (develop task lists)
- Providing training for volunteers in the area of recruitment and training activities at CFRU
- Recruitment of volunteers for all areas of the station (maintain updated task lists for all areas of the station)
- Coordination of volunteer recruitment and training activities at CFRU
- Orientation of volunteers for all aspects of CFRU
- Maintenance of up-to-date orientation materials
- Screening and coordination of placement of volunteers in consultation with other staff/management
- Ensure volunteers are scheduled for appropriate training and assist with training when required.
- In cooperation with the Operations Coordinator, assist volunteers in the production of ads, co-sponsorships, Station IDs, Public Service Announcements (PSAs), and promos as a training exercise
- Assist with the facilitation of training workshops in conjunction with other staff/management positions
- Coordinate volunteer appreciation and recognition events in cooperation with the Station Manager
- Participation at staff meetings
- Participation in the production and maintenance of appropriate training and policy manuals for CFRU
- Provide training for incoming Volunteer Coordinator when appropriate
- Other duties as may be required during planned staff absences, provided they are consistent with the role of the Volunteer coordinator

“CFRU welcomes the contributions that individuals from marginalized communities bring to our organization, and invites aboriginal people, people of colour, two-spirited, queer people, trans people, working-class people, single parents, members of racialized groups, immigrants and people with disabilities to apply.”

Wage is \$16.65 per hour plus extended benefits. This is a CUPE 1281 Bargaining Unit position. Please apply online to [committee-hiring@cfru.ca](mailto:committee-hiring@cfru.ca). Only qualified applicants will be contacted.