



Station Coordinator - CFUZ-FM, Penticton BC

This is an exciting time for CFUZ - Peach City Radio - based in Penticton, British Columbia. We are a new and growing organization that hosts a 24 hour/day online web stream featuring original programming, automated music and syndicated shows. With the approval of our CRTC licence in May 2015, we have begun to transition to an FM broadcast from our newly constructed community radio studio. This is a pivotal stage in the development of CFUZ, and we are looking for the right person to make a positive impact on our organization.

Have we mentioned that Penticton is an amazingly beautiful place to live? Penticton is a city of 35,000 nestled between two beautiful lakes in the southern Okanagan Valley region of British Columbia. Visitors and residents enjoy year-round outdoor pursuits such as triathlon, climbing and cycling. With mild winters and dry hot summers, it's the centre of the Okanagan wine industry.

As the first ever CFUZ Station Coordinator you will build on the existing volunteer framework, and be responsible for the refinement of volunteer engagement, recruitment and training. You will develop documentation and implement training plans, producing a variety of training materials for volunteers. During your year as Station Coordinator, your goal is to ultimately engineer a roadmap through which volunteers may navigate CFUZ according to their strengths, areas of interest and expertise. All while having fun and fostering an enjoyable & productive studio atmosphere amongst our volunteers.

This work will have a tremendous impact on CFUZ through the cultivation of a well-trained, engaged and sustainable volunteer corps.

Duties and Responsibilities

- Design, document and lead volunteer training workshops and orientation sessions.
- Design, document and implement an effective and comprehensive training system for volunteer leaders at CFUZ.
- Ensure all volunteers are trained in CFUZ studio operation and practises, as well as CRTC and Broadcasting Act standards.
- Develop a library of multimedia training tools for CFUZ members and volunteers.
- Facilitate on-air training opportunities for volunteers.
- Work together with the volunteer and programming coordinators to develop individual and group training opportunities at the station.
- Attend monthly board meetings as a non-voting member.
- Research and implement volunteer coordination software.
- Perform other tasks as required.

Required Qualifications

- Minimum 3 years employment or equivalent volunteer experience in a campus or community radio environment.
- Experience with training, facilitating and coordinating volunteers in a variety of settings.
- Radio, audio, and video production skills.
- Adept in the use of basic office/productivity software (specifically word processing and document preparation) social networking, e-mail and other communication technologies.
- Ability to work independently and to effectively prioritize tasks.
- Excellent interpersonal communication, administrative, writing, and organizational facilitation skills.
- Experience with promotion and event coordination.
- Ability to work with a wide variety of people from a diverse community.

Desired Qualifications

- Related post secondary education and/or experience.
- Understanding of not-for-profit organizations and community media.
- Familiarity with board structure and working with a board of directors.
- Advanced computer skills, including video editing, music production, database management and programming in various operating system environments.
- Broadcasting experience.
- Strong team building and leadership skills.

Terms of Employment

This position pays \$22.50/hour, 35 hours per week, including some evenings and weekends. This is a contract position, scheduled for a 48 week term, ideally commencing April 4, 2016.

How to Apply

Apply with resume and cover letter in PDF format via email to our Volunteer Coordinator at jobs@PeachCityRadio.org. *CFUZ thanks all applicants for their interest in this position. Only those selected for an interview will be contacted.*

Closing Date

2359h PST Friday, March 11 2016.

Website

<http://peachcityradio.org>