

Volunteer Coordinator

Volunteers are the heart of CJRU 1280AM - Ryerson's campus radio station. Our Volunteer Coordinator works directly with volunteers to provide training and find opportunities for individuals at the station.

Duties

- Coordinate training sessions and provide feedback to new and returning volunteers in the methods, techniques, and ethics of radio broadcasting
- Maintain volunteer database and hour logs
- Assist in coordinating station events and fundraisers, including the annual general volunteer meeting and board rep election and Weeks of Welcome
- Coordinate outreach to campus and community groups
- Assist in promoting station social media and upload volunteer-produced content to website

Qualifications

- Ryerson student enrolled in Media Production, RTA, Journalism, Creative Industries or other related studies
- Volunteer or paid experience in a not-for-profit environment
- Experience in fundraising operations or event management

Personal skill set

- Strong organizational skills
- Experience recruiting and working with volunteers
- Ability to give thoughtful and constructive feedback
- A creative approach to community building
- Comfortable creating and managing spreadsheets and databases
- A true team player
- Proven ability to set, meet and review goals
- Exceptional communication & outreach skills
- Excellent character references
- A passion for campus/community radio

Terms:

This is a paid position during the academic year from September-May for approximately 12-15 hours per week.

How to apply:

Send resume, and a cover letter to jacky@cjru.ca

We strive to build a diverse team and encourage applications from underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, and people with disabilities. If you need accommodation in the recruitment process, please contact us. Only those candidates selected for interviews will be contacted.

Deadline for applications is August 18, 2019 at midnight