



CiTR Radio 101.9 FM | 233-6138 SUB Blvd. Vancouver, BC V6T 1Z1
tel: 604.822.1242 | fax: 604.822.9364 | email: info@cittr.ca | www.citr.ca

CiTR is hiring a VOLUNTEER MANAGER

CiTR 101.9 FM is the broadcasting voice of the University of British Columbia, beginning as a student club in 1937, and gaining not-for-profit status and a place on the FM dial in 1982. Run by the Student Radio Society of UBC, CiTR is a campus-based community radio station, student-driven while serving the larger community. CiTR offers alternative coverage of every genre and perspective, with a mandate to support niche programming and Canadian and local artists. Since 1983, CiTR has also published Disorder Magazine, providing Vancouver's best coverage of the local music scene.

Over the next five years, CiTR aims to increase the percentage of students on-air, improve our online content distribution and provide high quality service to listeners, programmers and volunteers. The Volunteer Manager is expected to play a leadership role in developing and implementing strategies and policies to achieve these goals.

The Volunteer Manager is responsible for:

A) Building an organization that engages and attracts students and volunteers. This includes:

- Facilitating a student-run organization that involves students and volunteers in decision making
- Creating a positive, volunteer-friendly atmosphere at the station, and recruiting those with an interest in campus/community radio
- Facilitating the integration of new volunteers into the workings of CiTR

B) Managing the recruitment, training and integration of CiTR's volunteers. This includes:

- Creating a process flow for volunteerism at CiTR, and ensuring an effective intake program
- Supervising, organizing and directing teams and volunteers at CiTR
- Leading staff in the creation of volunteer systems, positions, committees and drop-in hours for the various departments of CiTR
- Developing and coordinating orientations, workshops and training sessions for CiTR volunteers
- Screening and coordinating the placement of volunteers according to skill, interest and ability
- Supporting the special needs of a diverse volunteer base, enabling the contributions of a wide variety of ages, abilities, and cultural backgrounds
- Supporting staff and volunteer efforts to train, engage, mentor and delegate to CiTR members
- Acting as the friendly face of the station, connecting with new volunteers, and welcoming volunteers into the CiTR community
- Tracking and maintaining contact with CiTR members and volunteers throughout the year
- Planning volunteer appreciation events and initiatives



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- Leading and assisting staff and volunteers with station outreach to the campus and community
- Developing and maintaining policy and materials for volunteer orientation, training and management
- Supervising volunteers, interns, high school students and work placements

The ideal candidate will exhibit the following qualities:

- Friendly, engaging, approachable
- Capacity to lead and motivate others
- Ability to manage staff and volunteers
- Demonstrated group facilitation skills and ability to work independently
- A commitment to high quality service
- Excellent communication, writing, public speaking and interpersonal skills
- Ability to manage conflict and interpersonal issues
- Strong critical thinking and problem solving skills
- Strong organizational and project management skills
- Demonstrated flexibility and willingness to take initiative
- Commitment to developing ongoing professional knowledge and skills
- Proven ability to work with diverse populations
- Knowledge and commitment to anti-oppressive practice and training

Start date: August 22, 2011

Hours: 20 hours/week

Salary: \$14,000-16,000 based on experience

Terms of employment: The Volunteer Manager will be hired as an employee on a 1-year contract, with a three-month probationary period.

To apply, forward a resume and cover letter before Wednesday, August 10, 2011 to Brenda Grunau, Station Manager, at citrmgr@ams.ubc.ca.