



CiTR 101.9 FM | Discorder Magazine | LL500-6133 University Boulevard. Vancouver BC, V6T 1Z1  
604.822.1242 | [www.citr.ca](http://www.citr.ca) | [www.discorder.ca](http://www.discorder.ca)

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## **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 offers students and community members broadcast training and access to the airwaves. 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 Discorder Magazine, providing Vancouver's best monthly coverage of the local music and arts scene.

Over the next five years, CiTR aims to improve the quality and diversity of our on-air programming, explore media and technology to expand our reach and content, maintain a high proportion of students on-air, and promote our content and services to students, community members and listeners. 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 and station operations
- Creating a safe, diverse, volunteer-friendly atmosphere at the station, and recruiting those with an interest in campus/community radio, independent publishing and alternative media
- Facilitating the integration of new volunteers into the workings of CiTR

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

- Managing CiTR's volunteer process, and ensuring an effective intake program
- Implementing promotional strategies at UBC and in the Lower Mainland to ensure the awareness of CiTR, its services and its volunteer opportunities
- Supervising, organizing and directing teams of 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, training systems, workshops and professional development sessions for CiTR volunteers
- Screening and coordinating the placement of volunteers according to skill, interest and ability
- Implementing strategies to improve accessibility at the station and move towards increased diversity in our volunteer base
- Supporting the special needs of a diverse volunteer base, enabling the contributions of a wide variety of people at the station
- Supporting staff and volunteer efforts to train, engage, mentor and delegate to, CiTR members



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- Acting as the friendly face of the station, connecting with new volunteers, and welcoming volunteers into the CiTR community
- Tracking volunteer hours, collecting ongoing feedback, and maintaining contact with CiTR members and volunteers throughout the year
- Planning volunteer appreciation events and initiatives
- Developing and maintaining policy and materials for volunteer orientation, training and management
- Supervising volunteers, interns, high school students and work placements
- Managing curricular relationships with UBC Faculties and Departments, facilitating experiential learning placements, practicum placements and seeking new opportunities to integrate CiTR into UBC curriculum
- Evaluating volunteer retention at CiTR
- Strategic planning and evaluation of the volunteer program, and working with staff and students to plan and evaluate the station as a whole

**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:** Wednesday, August 31, 2016

**Hourly Commitment:** 20 hours/week. Between September 1, 2016 and May 12, 2017, hourly commitment will increase to 28 hours/week due to additional funding provided by a grant.

**Salary:** \$14,000-16,500/year for 20 hours/week. Additional grant funded hours will increase salary proportionally, until May 12, 2017.

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

The Student Radio Society of the University of British Columbia is an equal opportunity employer that encourages applicants from under-represented groups. **To apply, send a resume and cover letter to Hugo Noriega, Station Manager, at [stationmanager@citr.ca](mailto:stationmanager@citr.ca) by Sunday, August 21, 2016.**