

Volunteer Coordinator Job Description **KZFR 90.1 FM Community Radio**

Conditions of Employment

Title: Volunteer Coordinator

Status: Independently Contracted - Temporary - Part-time (10 hours per week)

Job Period: TBD

Reports to: General Manager

Description

This position is responsible for coordinating the services of volunteer staff members at KZFR Community Radio as needed.

The position of Volunteer Coordinator will work under the direct supervision of the General Manager, and will also report to and work closely with pertinent staff, especially the Office Manager and Development Director.

As a sort-of liaison between KZFR and the general public, it is important that the Volunteer Coordinator be able to represent the station in a positive, highly responsible and professionally appropriate manner. The Volunteer Coordinator must be able to work closely with other staff members and be able to take direction from station management.

This job is a part-time (10 hours per week, \$10 per hour) position, independently contracted, for the duration of July 15th through December 15th, 2009. Due to the nature of this job, the schedule will be erratic. It is assumed that an average of 10 hours per week generally would be adequate to recruit and coordinate volunteers for various tasks. The General Manager may potentially approve an increase in hours during periods of more active volunteer involvement (membership drive, special events, etc).

Responsibilities:

- *Off-air coordination of volunteers
 - *Manages the recruitment and retainment of volunteers
 - *Identifies and develops volunteer jobs in coordination with other staff.
 - *Coordinates necessary training in cooperation with other staff.
 - *Notifies volunteers of station events, fundraisers, etc.
 - *Conducts outgoing outreach
 - *Works to promote volunteer recognition
 - *Helps coordinate volunteers at KZFR events
 - *Maintains current volunteer information (contacts, skills, job lists, etc)
 - *Keeps other staff abreast of working volunteers (i.e. who/where/when)
 - *Other duties as assigned
- *Areas of coordination (likely, but not limited to):
- Mailings
 - Reception/Phones
 - Membership Drive (phones, prep, etc)
 - Various Fundraising Events

Preferred Qualifications:

- *Excellent communication skills, both written and verbal
- *Excellent organizational and time management skills
- *Attention to detail
- *Ability to work under pressure and within time constraints.
- *Ability to work with a variety of people
- *Ability to work under direct supervision
- *Ability to evaluate the placement and best use, if any, of prospective volunteers
- *Ability to work flexible hours, including evenings and weekends as necessary
- *Computer skills

Fax resumes with cover letter to 530-895-0775, or email to: ops@kzfr.org

Rick Anderson (General Manager)

Date Signed: _____

Date Signed: _____

Position closes on 7/10/09