JOB TITLE: Volunteer Coordinator and Operations Assistant
REPORTS TO: The North 103.3 Radio Station Manager
FLSA STATUS: Part Time Non-Exempt

POSITION SUMMARY

Responsibilities include communicating with potential Volunteer DJs, coordinating training for Volunteer DJs, hosting orientations and training meetings with Volunteer DJs that follow DSAETC employee handbook guidelines, coordinating sit-ins with Radio Staff and Volunteer DJs, helping to develop training protocols, and assist with operations in coordination with The North 103.3 Radio Station Manager.

ESSENTIAL DUTIES:

- Serve as a primary point of contact for volunteer DJs regarding training, scheduling, and station expectations.
- Maintain a strong working knowledge of The North's music library and programming philosophy sufficient to effectively train and mentor Volunteer DJs and support engaging, audience-focused programming.
- Maintain a sufficient-level knowledge of the station's software for audio archive & automation system, for introductory training for new Volunteer DJs.
- Communicate with potential Volunteer DJs for scheduling training and sit-ins.
- Coordinate and assist in leading introductory meetings with Volunteer DJs where DSEATC expectations, FCC regulations, and DJ skills are covered.
- Track progression of individual training of Volunteer DJs and communicate progress to station manager.
- Assist station manager with continuing development of training program.
- Coordinate volunteer host and DJ schedules, including recurring program assignments, training schedules, meetings, and events.
- Schedule and attend volunteer meetings.
- Organize volunteer recognition and appreciation through emails, social media, and events.
- Maintain volunteer training records, onboarding documentation, volunteer availability and scheduling records, and related program files.
- Assist with the preparation and maintenance of Daily Station Logs.
- Assist volunteers in identifying substitute hosts when regularly scheduled volunteers are unavailable.
- Participate in radio station promotions as directed by the station manager.
- Work in compliance with organization policies and procedures as well as FCC guidelines.

QUALIFICATIONS

- Minimum of 2 years of professional experience in education, volunteer coordination, training, or a related field required. Radio experience is preferred.
- A proven ability to professionally represent a high-profile, nonprofit organization.
- A strong cultural fluency, including a track record in diversity, equity, and inclusion.
- Ability to represent The North's interest to various partners, communities, national organizations, and other public service organizations.

SKILLS & ABILITIES

- Excellent communication skills both written and verbal.
- The ability and desire to inspire the creation of a compelling audio experience for our members through the training of Volunteer DJs consistent with The North brand.
- Excellent storytelling and educational abilities and a strong affinity for broadcast integrity.
- Commitment and demonstrated ability to listen to the Northeast Minnesota communities.
- Ability to quickly build community contacts, sources, and relationships to help our organization grow.
- Comfortable interacting with the community on behalf of the station at public appearances including Volunteer DJ orientations. Ability to connect with people from different cultures, backgrounds, and ethnicities.
- Has the ability to manage multiple priorities and bring new concepts to fruition.
- A diligent appreciation for our organization's mission while maintaining responsible business acumen.
- Demonstrates a willingness and ability to learn.
- Ability to remain flexible and adapt to changing priorities, processes, and organizational needs.

EDUCATION

- A bachelor's degree is preferred or two years' worth of volunteer management experience.

COMPENSATION

- This is a part-time position working approximately 13 hours/week at $18/hour.

TO APPLY

Interested parties should send a cover email, resume, and complete application in confidence to applicant@wdse.org Applications can be downloaded on our Careers page of our website.

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