

Job Descriptions



The following documents were produced as part of the *Tuning In To Our Volunteers* project, which was made possible through a grant from the Community Radio Fund of Canada.



CFUZ - Peach City Radio

121-1475 Fairview Rd.
Penticton, BC V2A 7W5
(236) 422-0929

Job Description Template

Volunteer job title	<i>The formal title of the position</i>
Department	<i>The department they belong to</i>
Reports to	<i>The title of the position that the job incumbent reports to</i>

Overview

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

- The job purpose is usually no more than four sentences long

Duties and responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a flexible job description that encourages employee to 'work outside the box' and within reason, discourages "that's not my job".

- Identify between three and eight primary duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Use gender neutral language such as s/he
- Use generic language such a photocopy instead of Xerox
- Where appropriate use qualifiers to clarify the task – where, when, why or how often – for example instead of "greet visitor to the office" use "greet visitors to the office in a professional and friendly manner"
- Avoid words that are open to interpretation – for example instead of "handle incoming mail" use "sort and distribute incoming mail"

What we're looking for

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with BC human rights legislation.

Qualifications include:

- Education
- Specialized knowledge
- Skills

- Abilities
- Other characteristics such as personal characteristics
- Professional Certification
- Experience

What's in it for you

Consider volunteer motivations:

- Sharing the station's values
- Doing good to help others
- Recognition
- Exercising skills that are often unused
- Self-esteem
- Self-expression
- Social interaction
- Career development

Training and resources provided

Hours and working conditions

State the approximate number of hours per week that someone can expect to work in this position. If the job requires a person to work in special working conditions this should be stated in the job description as well. Special working conditions cover a range of circumstances from regular weekly work, evening and weekend work, seasonal work, shift work, occasional work, working outdoors working alone, working with challenging people, and so forth. If the job might be physically demanding, this should be stated in the job description (even if we are able to provide some accommodations). A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

Responsible for supervising

List by job title any positions to be supervised by the incumbent.

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Department Chair

Volunteer job title	Department Chair
Department	Outreach, Support, Music, Production, Programming, Tech
Reports to	Board of Directors

Overview

Department Chairs are the leaders of their department. They are accountable for making sure that the department runs smoothly and meets the needs of the station. They are the point person for all volunteers who want to assist with the work of the department and are responsible for making sure that these volunteers have the skills, knowledge, and support to perform at the required standards. The Department Chair is supported by their committee (leadership team) and meets with them on a regular basis.

Duties and responsibilities

- Manage the activities & operations of their department
- Organize and chair regular meetings of the departmental committee (leadership team)
- Shape and implement their department's vision
 - Determine short-term and long-term visioning, priorities, schemes, and ideas
 - Create and maintain a plan of action to achieve the department's objectives
 - Develop and review policies, procedures, and other resources to help the department run more smoothly
 - Find ways to make the work meaningful and supportive to volunteers
 - Oversee week-to-week activities, while also ensuring that the operations of the department are in keeping with CFUZ's values and goals
- Manage the department's volunteer resources
 - Welcome and onboard volunteers who want to assist with the work of the department
 - Assign projects to volunteers and support their work (answer emails, provide training/resources/materials/feedback, assign tasks, oversee/edit & enforce timelines)
 - Liaise with volunteers individually and as a group (summarize key actions & news and circulate)
 - Conduct regular performance review and give feedback
- Communicate progress with the Board of Directors

What we're looking for

- Personal passion for community radio, community building, and the department they are leading
- Exceptionally reliable and available (everyone will depend on them)
- Excellent at delegating

- Strong organizational and communication skills
- Responsive (answers emails fast) with attention to the small details that make all the difference in a small community
- Resourceful: able to achieve goals with minimal resources
- Focused on solutions and developing action plans
- Good with people; able to keep committee members and CFUZ crew accountable, but also able to understand that people may miss deadlines and assignments may fall through for many reasons, often beyond anyone's control

What's in it for you

Department Chairs are given the great privilege of leading a major branch of CFUZ's operations and making it their own. Volunteers give them their time and attention, and they have the chance to inspire them and shape their experience. They can expect to build leadership and community-building skills, as well as refine their time-management and organizational skills. They will be responsible for a wide range of tasks that can be applied to any positions related to arts administration and human resources management.

Training and resources provided

- Informal mentorship.
- Some recurring tasks and events have written documentation to support the Department Chair in their work

Hours and working conditions

- 2 - 5 hours per week. Some weeks will be busier depending on the projects the committee is working on.

Responsible for supervising

- The departmental committee.
- CFUZ crew ; volunteers who assist with the activities of the department.

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Departmental Committee**Member**

Volunteer job title	Departmental Committee Member
Department	Outreach, Support, Music, Production, Programming, Tech
Reports to	Department Chair

Overview

Departmental committee members are part of the leadership team of each department. They support their department chair in overseeing the department's activities and operations. Each committee member is expected to manage a major project or branch of the department's operations.

Duties and responsibilities

- Assist the department chair in overseeing the activities & operations of the department
- Attend regular departmental committee meetings & communicate progress
- Shape and implement the department's vision
 - Determine short-term and long-term visioning, priorities, schemes, and ideas
 - Create and maintain a plan of action to achieve the department's objectives
 - Develop and review policies, procedures, and other resources to help the department run more smoothly
 - Find ways to make the work meaningful and supportive to volunteers
 - Oversee week-to-week activities, while also ensuring that the operations of the department are in keeping with CFUZ's values and goals
- Manage the department's volunteer resources
 - Take the lead on department projects, assign jobs to volunteers who want to help, and support their work (provide training/resources/materials/feedback, assign tasks, oversee/edit & enforce timelines)
 - Liaise with volunteers who help with your projects (summarize key actions & news and circulate)
 - Conduct regular performance reviews and give feedback

What we're looking for

- Personal passion for community radio, community building, and the department you are leading
- Exceptionally reliable and available (everyone will depend on you)
- Very good at delegating work
- Strong organizational and communication skills
- Responsive (answers emails fast) with attention to the small details that make all the difference in a small community
- Resourceful: able to achieve goals with minimal resources

- Focused on solutions and developing action plans
- Good with people, but able to rule with a firm hand
- Full of empathy and compassion (people miss deadlines and assignments fall through for many reasons, often beyond anyone's control)

What's in it for you

Committee members are given the opportunity to take the lead on a major branch of CFUZ's operations and make it their own. Their work ensures that their department is able to complete a wide range of tasks and successfully implement major projects that help CFUZ meet its mandate. They can expect to build leadership and community-building skills, as well as refine their time-management and organizational skills. These skills can be applied to any positions related to project management, arts management, and volunteer management.

Training and resources provided

- Informal mentorship.
- Some recurring projects and tasks will have documentation to aid committee members in their work.

Hours and working conditions

- 2-4 hours per week.

Responsible for supervising

CFUZ crew; volunteers who assist with department projects and tasks

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Music Crew Member

Volunteer job title	Music Crew Member
Department	Music
Reports to	Music Chair

Overview

Music Crew Members are responsible for managing our digital music library. They seek out a range of musical styles in order to build our collection of Canadian creative expression. Their job is to dig deep into all the nooks and crannies of our local community and the whole country, far beyond the well-known and widely-covered. Their work includes performing data entry, reaching out to local artists, listening to and curating new submissions, and compiling the weekly charts.

Duties and responsibilities

- Entering new acquisitions into our digital music library (uploading song files, entering metadata)
- Sourcing new music by navigating the roads of Canada's creative landscape (social media, record stores, micro-communities within Penticton)
- Listening to and curating new submissions so that many different kinds of music are represented in our library, **especially** those that we have identified as a priority (local, Canadian, and underrepresented voices)
- Compiling the weekly !earshot charts

What we're looking for

- A personal passion for discovering new kinds of music
- A strong sense of what CFUZ is trying to do with inclusivity and representation
- Basic computer and data management skills

What's in it for you

- Discover new music

Training and resources provided

- Occasional "listening parties" to become familiar with the intake process and our music library software

Hours and working conditions

1-2 hours a week. Flexible, can be done alone, space can be booked in the flex room as needed.

Responsible for supervising

Not applicable.

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Production Crew Member

Volunteer job title	Production Crew Member
Department	Production
Reports to	Production Chair

Overview

Production Crew Members produce short, creative, high-quality spots that play on the air, including sponsor mentions, station IDs, public service announcements, and show promos. Sponsor mentions are CFUZ's equivalent of an advertisement: a short mention on-air to thank a local business for sponsoring our station.

Duties and responsibilities

- Voice, record, and produce station IDs, public service announcements, and other short segments to be broadcast on-air
- Produce sponsor mentions
 - Accept orders placed by the Support department using a template
 - Produce sponsor mentions according to specifications set by the client (basic information, script, length, background music, etc.)
 - Send the completed mention back to the Support department by the required deadlines
- Ensure that finished products maintain the CFUZ brand and communicate with our audience
- Accept assignments from the Production Chair and communicate progress

What we're looking for

- A strong passion for marketing, promotions, and recording
- Strong attention to detail and communication skills

What's in it for you

- Learn sound recording and production (useful for bands)
- Learn how to use production software
- Hear your work on-air

Training and resources provided

- Occasional "production jams" to learn how to record and produce sound, how to navigate our online workspace

Hours and working conditions

- 1-2 hours a week
- Work can be done alone
- On-call basis
- May book time in the studio or flex room to work

Responsible for supervising

Not applicable.

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Airtime Operator

Volunteer job title	Airtime Operator
Department	Programming
Reports to	Programming Chair

Overview

Airtime Operators are volunteers with CFUZ who are responsible for regularly ensuring that assigned program and music schedule times are filled with content according to the latest published on-air schedule. Airtime is an open source software environment developed under the SourceForge banner which provides a library, scheduling and play-out automation environment for an online streaming radio station.

Duties and responsibilities

- Updating assigned schedule sections (program or music blocks) on a weekly basis, including:
 - inserting programming and/or music into appropriate time slots
 - inserting station IDs, announcements and sponsor mentions as outlined in scheduling documents provided by the Programming Committee
- Maintaining proper meta data for any uploaded programs and/or music into the online library
- Communicating with the Programming Chair in special circumstances where they are unable to perform their duties, so that someone else can cover and dead air can be avoided
- Monitoring program/music blocks adjacent to assigned blocks and report when they are not completed, so that dead air is always avoided
- Reporting any anomalies/technical problems directly to the Programming Committee

What we're looking for

- A basic knowledge of spreadsheets, documents, how to use a search engine, and email
- Respect for confidential information (login, password)
- Attention to detail; reliable

What's in it for you

- Endless appreciation for doing a “grunt-work” type task that is absolutely essential for keeping our station broadcasting

Training and resources provided

- Radio 203: Airtime Operator Training Workshop
- Airtime Operator Handbook; a step-by-step guide
- A trial period in which you will have the opportunity to familiarize yourself with the system, prior to being assigned a production time slot in the online schedule
- Access to a computer with Internet is available in the station flex room; time can be booked off using our online calendar

Hours and working conditions

- 1-2 hours a week
- Weekly commitment
- Work done alone

Responsible for supervising

Not applicable

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Programmer

Volunteer job title	Programmer
Department	Programming
Reports to	Program Chair

Overview

Programmers are volunteers who produce original programming to broadcast on the CFUZ airwaves. The “flavour” of our programming reflects our mandate as a community radio station: representing voices not heard elsewhere on the dial. Is jazz on the radio elsewhere in Penticton? What about Penticton news, Swedish death metal, book clubs? Each of our programmers brings a niche interest to the table. Their job is to use our airwaves as a medium to explore these interests through ideas/music/news/culture/more that our listeners might not have recognized they were interested in before being exposed to them under the CFUZ banner. All of our programming is made with our listeners in mind: they are the whole wide world, and more importantly, the community that surrounds us.

Duties and responsibilities

- Producing programming to be broadcast on CFUZ, such as on-air programs, documentaries, and segments of interest such as newscasts and interviews
- Successfully completing a series of trainings to learn how to make great radio:
 - Attend a two-hour workshop that covers on-air rules and studio equipment use (more advanced trainings are also available)
 - Sign the Programming Code of Conduct
 - Read Programming Policy & Programmer’s Handbook
 - Participate in a live-to-air radio training program (number of sessions at the discretion of the Program Chair)
- Submitting a program application to the committee for their consideration (if one wants to have their own program, once they have completed the requisite trainings - there may be other options like contributing to an existing collective show)
- If a program is not live, uploading it to the CFUZ website repository, with enough time for the software to process the file before it is scheduled to go on air (we ask that programmers do this at least a day in advance)
- In very special circumstances where you are unable to make a commitment, letting the Program Chair know as soon as you possibly can, so that they can schedule replacement programming to fill the timeslot
- Completing program logs as required by our CRTC license

What we're looking for

- Personal passion or interest and a desire to transform it into great radio
- Openness to learning about what CFUZ is trying to do with inclusivity and representation, increasing the diversity of our airwaves, and serving our community
- Lots of time and attention

What's in it for you

Making radio on CFUZ is an opportunity to connect with our listeners around the world, and more importantly, in our local community. It's a chance to join with others in our town, host programs around particular issues that matter to Pentictonites, invite inspiring local guests to play on the air, play music that you can't currently hear anywhere else in Penticton, and more.

Training and resources provided

- Mandatory workshops about on-air rules (Radio 201) and studio equipment use (Radio 202)
- Optional advanced workshops about podcasting/documentary-making (Radio 203) and operating our Airtime software (Radio 204).
- A special live-to-air radio training program to practice speaking on the radio, using the CFUZ studio equipment, creating "community radio" style content, etc.
- Programmer's Handbook, Programming Policy, Code of Conduct available at <http://www.peachcityradio.org/resources/prog/>

Hours and working conditions

Variable, depending on program type. For a live program, you can usually expect to commit 2-3x the length of the actual program to research and preparation, creating a run sheet, scheduling and recording interviews and other pre-recorded segments, etc. Pre-recorded programming such a documentary will take considerably longer.

Responsible for supervising

Not applicable

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Support Crew Member

Volunteer job title	Support Crew Member
Department	Support
Reports to	Support Committee

Overview

Support crew members are the driving force behind CFUZ's revenue generation. Working from a rate card designed by the Support Department, support crew members go around town seeking sponsorships from businesses and other organizations in Penticton and the greater South Okanagan community. They also reach out to their personal network to solicit one-time donations. All support crewmembers are expected to meet a monthly fundraising target.

Duties and responsibilities

- Meet a monthly target set by the department's committee
- Sell on-air sponsorship packages to local businesses and other organizations
- Make inquiries within their own network to solicit one-time donations
- Refer potential sponsors to our rate card and discuss our various sponsorship options with them
- Work with our internal database to track workflow
- Communicate progress to the committee on a monthly basis

What we're looking for

- Personal passion or interest in fundraising
- Strong interpersonal skills
- Comfort with making cold calls

What's in it for you

- The feeling of making an important contribution to community radio
- Enhancing fundraising skills

Training and resources provided

- Rate card listing our various sponsorship packages and their costs
- Team gatherings to practice making a strong pitch, share feedback, and discuss strategy

Hours and working conditions

- 1-2 hours a week
- Independently or in pairs
- Flexible hours; work on your own schedule

Responsible for supervising

Not applicable

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**Antenna & Broadcasting
Systems Technician**

Volunteer job title	Antenna & Broadcasting Systems Technician
Department	Tech
Reports to	Tech Chair

Overview

Antenna and broadcasting systems technicians are responsible for the equipment and systems that generate and carry our FM signal, including our antenna, mast, FM transmitter, power system, and lightning mitigation system, as well as cabling, wiring, and accessories.

Duties and responsibilities

- Researching FM broadcast equipment, including costing and sourcing
- Design and installation of studio broadcasting systems
- Monitoring/testing of broadcast equipment, including performing any required regular maintenance and testing of systems
- Developing user manuals and other training resources for using our broadcast systems

What we're looking for

- A working knowledge of FM transmission systems, in particular those involved in low-power FM broadcast applications, **is required**
- A basic knowledge of spreadsheets, documents, how to use a search engine, and email is required
- Responsive (answers emails fast)
- Respect for confidential information (system login, password)
- Willingness to learn our station systems and how they operate
- Desire to work as part of a team

What's in it for you

- Chance to use an expert skill
- Influence on the development of CFUZ's audio systems

Training and resources provided

- Access to the Peach City Radio Forge collaborative project environment

Hours and working conditions

- Occasional, on-call

Responsible for supervising

Not applicable

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Audio Systems Technician

Volunteer job title	Audio Systems Technician
Department	Tech
Reports to	Tech Chair

Overview

Audio Systems Technicians are responsible for the analog and digital devices used in the CFUZ studio to produce audio signals, including the CD players, turntables, microphones, and broadcast consoles, as well as the cabling, wiring, and accessories that are required to make a broadcast studio function effectively and efficiently.

Duties and responsibilities

- Researching studio equipment, including costing and sourcing
- Design and installation of studio audio systems
- Monitoring/testing of studio equipment, including performing any required regular testing and maintenance of audio systems
- Developing user manuals and other training resources for new volunteers who want to use the studio equipment

What we're looking for

- A working knowledge of audio systems, in particular those involved in broadcast studio applications, **is required**
- A basic knowledge of spreadsheets, documents, how to use a search engine, and email is required
- Responsive (answers emails fast)
- Respect for confidential information (system login, password)
- Willingness to learn our station systems and how they operate
- Desire to work as part of a team

What's in it for you

- Chance to use an expert skill
- Influence on the development of CFUZ's audio systems

Training and resources provided

- Access to the Peach City Radio Forge collaborative project environment

Hours and working conditions

- Occasional, on-call

Responsible for supervising

Not applicable

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Computer Programmer

Volunteer job title	Computer Programmer
Department	Tech
Reports to	Tech Chair

Overview

Computer programmers are responsible for the software that we use in our studio and flex room, including design, installation, and maintenance.

Duties and responsibilities

- Researching software solutions used by other community radio stations, including costing and sourcing
- Design and installation of software solutions that meet the station's needs
- Development of custom software
- Producing training manuals and other resources about CFUZ's software

What we're looking for

- A working knowledge of Java, Python, PHP, C++, JavaScript, or other software languages used at the station **is required**
- A basic knowledge of spreadsheets, documents, how to use a search engine, and email is required
- Responsive (answers emails fast)
- Respect for confidential information (system login, password)
- Willingness to learn our station systems and how they operate
- Desire to work as part of a team

What's in it for you

- Chance to use an expert skill
- Influence on the development of CFUZ's software infrastructure

Training and resources provided

- Access to the Peach City Radio Forge collaborative project environment

Hours and working conditions

- Occasional, on-call

Responsible for supervising

Not applicable

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Systems Administrator

Volunteer job title	Systems Administrator
Department	Tech
Reports to	Tech Chair

Overview

System administrators are responsible for installing, maintaining, and testing software on the station's computers. They are also responsible for responding to requests for software installations and updates, as well as providing tech support to all of our volunteers.

Duties and responsibilities

- Installing, updating, maintaining, and testing the CFUZ computer operating system
- Installing and maintaining various software packages
- Regularly monitoring the station's computer systems (via automated means if possible)
- Developing and installing software scripts or other measures to provide adequate system monitoring and alerts
- Reporting any anomalies/problems directly to the Tech Chair

What we're looking for

- A working knowledge of Mac OS and the various software used at the station **is required**
- A basic knowledge of spreadsheets, documents, how to use a search engine, and email is required
- Responsive (answers emails fast)
- Respect for confidential information (system login, password)
- Willingness to learn our station systems and how they operate
- Desire to work as part of a team

What's in it for you

- Chance to use an expert skill
- Influence on the development of CFUZ's software infrastructure

Training and resources provided

- Access to the Peach City Radio Forge collaborative project environment

Hours and working conditions

- Occasional, on-call

Responsible for supervising

Not applicable

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