

CFUZ - Peach City Radio

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

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.

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>