

Volunteer Coordinator - JOY 94.9 Melbourne

JOY 94.9 is a community radio station based in Melbourne dedicated to serving the diverse gay, lesbian, bisexual, transgender, intersex and queer (GLBTIQ) communities. We are Australia's largest member based GLBTIQ organisation and one of the world's only GLBTIQ radio stations. As a self-funded not-for-profit we rely financially on sponsorships, donations and memberships. We have over 370,000 listeners in Melbourne and are rapidly expanding our online presence, on-track for one million podcast downloads. Our purpose is to provide a voice, break down isolation and celebrate the achievements of our diverse GLBTI communities. We value inclusion, respect, integrity, sustainability and leadership.

The Volunteer Coordinator is responsible for managing and developing the volunteer program and has broad accountability for human resource management tasks as they relate to the overall volunteer program and to maintain JOY's purpose, values and mission.

KEY SELECTION CRITERIA:

Required skills / knowledge - contribute to the success of JOY 94.9 through:

- strong computer literacy
- ability to roster and coordinate shifts
- excellent interpersonal skills
- experience working with volunteers
- ability to communicate with people from diverse backgrounds
- empathy, sensitivity and understanding of the GLBTI community and the values of JOY 94.9
- good understanding of community radio
- good working knowledge of the Station policy and procedures and Constitution

Academic qualifications / technical skills

- vocational training or tertiary qualification in HR Management would be an advantage

The role is part-time and receives an attractive salary based on relevant experience, including superannuation and the opportunity for bonuses.

Apply by sending your CV and a cover-letter to: ceo@joy.org.au

Your cover letter should outline your vision for the role and address the selection criteria.

Applications close Sunday 19th September 2016.