

Radio Laurier Position Description: Morning Show/After Class Manager

Job Title: Morning Show/After Class Manager

Reports To: Station Manager, Radio Laurier

Position Description: The Morning Show/ After Class Manager is responsible for coordinating and overseeing a daily morning show and after class show on Radio Laurier, effectively managing all Morning Show and After Class programmers and ensuring quality content.

Application: Submit an updated resume and cover letter that outlines why you would be successful in this role.

Responsibilities Include:

- Adhere to the WLUSP Code of Conduct
- Attend all management meetings unless due warning is given to the Station Manager
- Attend all other meetings or conferences as required by the Station Manager
- Effectively train and manage all volunteers with the assistance of the Programming director
- Coordinate weekly morning show and after class meetings
- Work with the PR Manager to schedule appropriate interviews
- Create and monitor the volunteer schedule
- Facilitate workshops at general meetings
- Uphold and update team policy
- Assist in the recruitment of volunteers
- Create and continue to update a relevant outline for the show
- Work with other Radio Laurier managers in a respectful and inclusive manner
- Promote synergy with other departments of WLUSP
- Any other reasonable duties as required by the Station Manager
- Provide at least a bi-weekly show review for programming
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner