

## Radio Laurier Position Description: Sports Manager

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**Job Title:** Sports Manager

**Reports To:** Station Manager, Radio Laurier

**Position Description:** The Sports Manager is responsible for coordinating and overseeing the a daily sports show as well as all sports programming including live broadcasts; effectively managing all volunteers and 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 Sports Team volunteers
- Coordinate weekly Sports Team meeting
- Uphold and update team policy
- Create and monitor the sports show schedule
- Facilitate workshops at general meetings
- Being the external contact for all sports media purposes, unless otherwise stated
- Act as a liaison between Laurier Athletics and Radio Laurier and all other Sports team partners
- Act as the face of Radio Laurier to athletes and other sports related contacts
- Manage all live sports coverage
- 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