



MSU Student Radio / WDBM - FM
Now Hiring

Volunteer Coordinator

Basic Qualifications

- Must be a student at Michigan State University
- Must be passionate about creating a welcoming and encouraging experience for volunteers
- Must be customer focused and detail oriented
- Must be a self-starter who thrives in a fast-paced environment

Preferred Qualifications

- Must be a current or former volunteer at Impact 89fm

Typical Duties & Responsibilities

- Reach out and respond to potential and current volunteer
- Ensure that new volunteers' experience is positive & they feel valued
- Coordinate with recruiting efforts and Team Leads with volunteer staff
- Work with each team to insure information flow between directors and volunteers
- Attend a rotation of team meetings
- Flexible schedule to attend weekly meetings
- Available out of office to answer emails

Salary

This position requires approximately 10-20 hours per week. Employee would begin immediately. The salary level is competitive and based on prior experience.

Applications are accepted until the position is filled

Interviews will be scheduled on a rolling basis.

Please submit an application and resume to Operations Manager

Marissa Saldivia at operations@impact89fm.org

MSU is an equal opportunity employer

