DAVIS MEDIA ACCESS - JOB DESCRIPTION

Job Title:	KDRT Volunteer Coordinator
Supervisor:	Director of Operations
Salary Range:	$23- $28/hour
Status:	Non-exempt
Hours:	Part-time variable hours ~8-10 hours/week

General Information
Davis Media Access (DMA) is a nonprofit community media & technology center serving Davis, CA and surrounding areas. Our mission is to enrich and strengthen the community by providing alternatives to commercial media for local voices, opinions and creative endeavors. DMA's principal projects include Davis Community Television (DCTV, Comcast Channel 15), Educational Access Channel 17, KDRT-LP 95.7 FM, and Yolo Local. DMA is a 501(c)(3) non-profit corporation first established as Davis Community Television in 1988.

About the Position
This is an entry-level part-time, non-exempt position with variable days/hours. The main role of the KDRT Volunteer Coordinator is to track tasks, participants, roles, communications, activities and deadlines for all of KDRT operations. Other duties include staffing the office and assisting with KDRT promotional events and related activities. Organizational skills and an attention to detail are paramount along with an understanding of and willingness to learn CRM and CMS software.

The KDRT Volunteer Coordinator reports to DMA's Director of Operations and interacts with the KDRT Operations Committee members and the Executive Director.

Programmer Coordination:
- Track progress and status of new programmer pipeline
- Track and route programming issues and requests.

KDRT Operations:
- Assist with development and maintenance of training material
- Assist with tasks related to program schedule changes
- Provide training, updates and reminders for keyless entry as requested
- Assist with setup/teardown of KDRT related activities (i.e. remote live events, onsite programmer meetings)
- Track tasks, participants, roles, activities and deadlines for fundraiser, outreach and engagement activities.

General Duties (Required of all Staff)
- Supervise facility as needed, ensure proper closing procedure and security checks.
- Handle general phone & walk-in inquiries.
- Conduct monetary transactions

- Handle equipment check out, return and reservation, as needed.
- Know how to monitor playback of cable channels & radio station and report problems

Desirable Skills and Abilities:

- Strong verbal communication and customer service skills
- Experience with CiviCRM, Drupal, and Mac OS
- Experience with Google Workspace
- Ability to work well within diverse groups of people
- Ability to prioritize workload during shifts and work unsupervised
- Availability on weekday evenings for regular staffing and occasional weekends for events