



CFRC 101.9 FM

Volunteer



The following must be included in your application package:

- A Personal Information Form (see reverse). Please make that the first page when you hand in your application
- Written answer to Application Question (found on the reverse of this sheet) not to exceed 150 words
- Applicant Questionnaire

Please be aware that an incomplete application package constitutes a basis for rejection of the applicant

Additional information, including job descriptions, can be found at myams.org/getinvolved

This is a volunteer position and successful applicants can expect a time commitment of approximately 5 hours per week

If you have any specific questions about the service or the position, please feel free to contact the following people:

- Chris Trimmer, Spoken Word Programming Manager 2009-2010, at cfrspoken@ams.queensu.ca
- Michael Morreale, Music Programming Manager 2009-2010, at cfrprogram@ams.queensu.ca

Applications due: Tuesday, March 2nd, 2010

by 4:00 p.m. at the AMS Front Desk (located in the lower JDUC)

Interview lists will be posted by 9 a.m. on March 5th outside the AMS offices

If you are unable to make your scheduled interview time due to extenuating circumstances, please contact Chris Trimmer to arrange a new time. His e-mail address is listed above and will be on the interview list.

Both Queen's students and community members are eligible and encouraged to apply



THE AMS IS AN EQUAL OPPORTUNITY EMPLOYER

HIRING WILL BE DONE IN ACCORDANCE WITH AMS HIRING AND APPOINTMENT POLICY AND PRODECURES

Please direct any questions to the AMS Human Resources Officer, Laura Wilson at hr@ams.queensu.ca or 613-533-2737

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PERSONAL INFORMATION

Name (FIRST LAST)			
Gender	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	PREFER NOT TO IDENTIFY <input type="checkbox"/>
E-mail address		Telephone #	

PLEASE FILL OUT THE FOLLOWING INFORMATION IF YOU ARE A QUEEN'S STUDENT

Student #		Are you an international student?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Faculty & Department		Current year of program		
# of credits in which you are currently enrolled		# of credits you intend on enrolling in next year		
Have you paid the full slate of mandatory student activity fees?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please describe any special needs, including childcare, for which we can accommodate at the time of your interview:				

PERSONAL CONTACTS

Please give the names, positions, and telephone numbers of two contacts who can accurately comment on your suitability for the position. It is strongly recommended that references be individuals positioned to offer objective assessments of the applicant (e.g., a previous employer rather than a housemate or partner). References do not have to be from Queen's or Kingston.

Name	
Position	
Telephone	
Name	
Position	
Telephone	

STATEMENT BY APPLICANT

"I hereby declare that to the best of my knowledge the foregoing information is true and complete. I authorize the Office of the University Registrar to release information to the AMS regarding my course registration and student activity fee payment for the purpose of verifying my eligibility for employment. I affirm that the references listed above have been informed that they may be contacted "

Signature:

Date:

APPLICATION QUESTION

Please answer the following question on a separate sheet of paper. Answers are not to exceed 150 words.

Why do you want to volunteer with CFRC?



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Applicant Questionnaire

How many hours per week are you available to volunteer at CFRC? _____

Are you available over the summer months (May-August)? YES NO

Are you available over the Winter Holidays? YES NO

Please indicate your areas of interest and experience. Circle "Interest," "Experience," or both.

NEW PROGRAMMING - Hosting your own weekly music or spoken word show; attach a brief description of your program idea INTEREST EXPERIENCE

EXISTING PROGRAMMING - Assisting with existing shows by filling in or producing segments for broadcast; attach list of programs if known INTEREST EXPERIENCE

NEWS - Participating in the Alternative Frequency news collective to produce local news programming INTEREST EXPERIENCE

SPORTS - Working with the Sports Collective to obtain sponsors for and produce live broadcasts of Queen's games INTEREST EXPERIENCE

ON-AIR OPERATION - Providing technical operation for on-air programs and special broadcasts INTEREST EXPERIENCE

FIELD RECORDING - Capturing lectures, presentations and concerts for broadcast INTEREST EXPERIENCE

PRODUCTION - Producing on-air features using multitrack recording and editing INTEREST EXPERIENCE

DJ-ING - Contributing live music entertainment for local events INTEREST EXPERIENCE

MUSIC LIBRARY - Sorting and cataloguing new music; contacting labels; filing and alphabetizing in the music library INTEREST EXPERIENCE

TECH AND IT - Using your electronics and IT skills for troubleshooting, minor repairs and upgrades INTEREST EXPERIENCE

COMMITTEE WORK - Help with planning, policy, or programming development by participating in regular meetings INTEREST EXPERIENCE

ORIENTATION AND TRAINING - Lead tours for guests and new volunteers; assist staff with volunteer training INTEREST EXPERIENCE

EVENTS COORDINATION AND SUPPORT - Help to plan, set up and tear down station events INTEREST EXPERIENCE

TABLING AND OUTREACH - Distribute program guides and outreach materials; present CFRC-related info at local events INTEREST EXPERIENCE

CAMPUS PROMOTION - Raise CFRC's profile among students and on-campus groups; assist with on-campus campaigns INTEREST EXPERIENCE

GRAPHIC DESIGN - Contribute posters, flyers and other artwork for station projects and events INTEREST EXPERIENCE

ADVERTISING AND SPONSORSHIP - Recruit advertising and sponsorship partners in our community INTEREST EXPERIENCE

GRANT WRITING - Draft funding proposals on behalf of the station in collaboration with CFRC staff INTEREST EXPERIENCE

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