

Station Coordinator - Allegheny Mountain Radio

A Station Coordinator for Allegheny Mountain Radio reports directly to the General Manager. An AMR Station Coordinator is responsible for the day-to-day operations of one of the three AMR studios. A Station Coordinator works closely with the Program Director, Resource Director, and Chief Engineer, as their duties require interaction with each position. This is an "outward facing" position as they are the primary point of contact for local listeners, businesses and organizations. A Station Coordinator must be able to function well in relative isolation as they may be the only staff person at the studio at a given time.

Primary responsibilities of an AMR Station Coordinator include but are not limited to the following:

- Supervise the day-to-day operation of the local studio.
- Works with the Program Director to identify local sources of programming.
- Oversees underwriting sales for the area/county of their station. Identifies and contacts local businesses and organizations for potential support.
- Works with the Program Director to solicit, train and schedule volunteers.
- Hosts on-air shows as needed, along with other broadcast responsibilities.
- Works to create and/or record and produce PSA's, sermons and other programming.
- Works directly with local volunteers, acts as liaison with Management and schedules volunteer meetings.
- Works with and coordinates the local Community Advisory Committee .
- Participates in all aspects of on-air fundraising.
- Is responsible for basic station maintenance, both inside and out, including station cleanliness, and outdoor yard and building upkeep. For tasks the Coordinator does not feel able to undertake, they will alert the General Manager of the issue, in order to identify a licensed business who can perform the work.
- Directly supervises the Station Coordinator Assistant when there is one.
- Other duties as assigned by the General Manager.