

JOB POSTING – PODCAST CAMP COUNSELOR & PROJECT ASSISTANT

TEMPORARY POSITION

70 HOURS / 4 WEEKS / \$1400 HONOURARIUM

JULY 24, 2025 – AUGUST 20, 2025

Application Deadline: Friday, June 27, 2025 at 11:59pm EST

Please send resume and cover letter to volunteer@cfru.ca with the subject line, "Podcast Camp Counselor & Project Assistant"

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community.

Nature and scope:

The Podcast Camp Counselor and Project Assistant will offer campers an abundance of hands-on learning as they collaborate on creating a podcast including one or more of the following formats: round table/topic discussion, interview/documentary-style, and fictional/soundscape. Campers will be at CFRU 93.3FM's station Monday through Friday with their finished podcasts shared with campers/ parents and the option of appropriate recordings being aired on CFRU 93.3FM at a future date.

The Podcast Camp Counselor and Project Assistant will act as a team lead for a group of 4-5 campers and will train/support campers in their group by offering feedback and strategies to plan, record, edit, and present their podcast on the final day of camp. They will also help prepare for camp and create a report on the camp experience using photography, video, and/or audio clips with campers and other counselors. They will present their report in a hybrid audio/video format.

Duties:

Reporting to CFRU's Mobile Studio Coordinator, the Podcast Camp Counselor and Project Assistant will:

- Help prepare for camp week by clarifying plans and confirming adequate supplies/equipment are available and in good operating status
- Present a project introduction to campers at the beginning of each camp week (in collaboration with the Mobile Studio Coordinator)

- Lead a group of campers and help them develop a project plan
- Train campers in recording, editing, and mixing audio
- Teach campers how to operate mixing boards, microphones, and headphones
- Assist campers in preparing scripts and/or interview questions as needed
- Document the camp experience (via writing, photography, audio, and/or video recordings)
- Create a culminating report/presentation after the final week of camp

Qualifications:

- Interest in podcasting
- Passionate and/or experienced with campus-community or public radio
- Previous camp experience, or equivalent experience working with or supervising children
 - Experience with age group 10-13 an asset
- Audio/production skills (hardware and software) and editing
- Experience with Adobe Audition an asset
- Professional oral, written, digital, and interpersonal communication skills
- Excellent organizational and time-management skills
- An up-to-date Vulnerable Sector check, or ability to obtain one prior to the start of camp (CFRU will reimburse the necessary fees for the successful applicant)

This position is open to students and community members. International applicants must be legally eligible to work in Canada.

This is a 70-hour project (four weeks) beginning July 24, 2025 and ending August 20, 2025 with a \$1400 honourarium paid out in two, \$700 installments, on August 1, 2025 and August 20, 2025. Applicants must be available on-site for camp days (July 28-August 1 and August 11-August 15) with options for flexible working during remaining weeks.

This is not a unionised position.

To apply, please send your resume and cover letter to volunteer@cfru.ca by Friday, June 27, 2025 at 11:59pm EST. Please use the subject line, "Podcast Camp Counselor and Project Assistant."