



Department of Human Resources
1000 Pennsylvania Avenue
Claymont, DE 19703
302-793-5025 . 302-792-3989 - FAX

POSITION DESCRIPTION

Title: MLP A – Radio Station Coordinator, 12-months / yr
Reports to: Principal / Designee, Mt. Pleasant High School
Schedule: 1:00 p.m. to 9:00 p.m. weekdays

Overview

The Radio Station Coordinator is the primary operator of the District's FCC licensed radio station WMPH 91.7 FM located at Mt. Pleasant High School. The Coordinator ensures efficient day-to-day operations of the Center, relies on experience and judgment to plan and accomplish goals, demonstrates expertise in a variety of the media relations concepts, practices, and procedures.

Essential Job Functions

- Oversee, coordinate, and administer a range of operational and administrative activities in direct support of the delivery of 24-hour radio programming by the station to ensure high-level radio station operations.
- Develop and evaluate operating plans and station programming to ensure consistency with the District's mission and strategic plan;
- Oversee and maintain current information the school and radio Internet web sites;
- Collaborate with school administration to establish procedures for WMPH operations, manage equipment security, budget planning and control, coordinate fundraising activities, and provide oversight of trade agreements and equipment purchases;
- Produce and distribute quarterly reports to school Administration on financial and operational activities;
- Ensure compliance with Title 29, State Procurement, § 6922, Small Purchase Procedures and agreement;
- Supervise after-school club participants and activities in the Center
- Develop and implement systems to maintain records on station operations, volunteers, equipment, and compliance activities; prepares regular and ad-hoc reports.
- Responds to radio station emergencies as required;
- Completes special projects and other related duties as assigned by Principal / Designee.

Qualifications

- Bachelor's degree and/or technical training and certification in related area;
- Familiarity with broadcast station operations and equipment management experience;
- Demonstrated extensive knowledge of FCC regulations;
- Expertise in public and/or media relations and workshop development and facilitation;
- Exceptional supervisory ability of high school students and adult volunteer staff;
- Outstanding written, oral, and interpersonal communication skills; and technical and web-development and maintenance skills;
- Stable work history, strong work ethic, positive attitude, and professional image;
- Commitment to professional development for career advancement.