



VOLUNTEER - PODCAST TECHNICAL PRODUCER

About Us: Closer to Home Community Services (CTH) is a Calgary and Airdrie based not-for-profit agency that delivers a variety of services designed to meet the needs of vulnerable children and their families. Through the work done in our programs we envision:

- That every child we serve will belong to a family
- That children, youth and families will recognize and achieve their full potential
- That programs and interventions will build healthy and resilient families

About the Position: This is an opportunity for a volunteer podcast technical producer to contribute to a new podcast initiative and partnership between Closer to Home and CJSW 90.9FM Radio. Closer to Home is currently looking for a Technical Producer to help us prepare a new podcast for the world to hear! Under the lead of the podcast Executive Producer, you will be responsible for recording (podcast interviews and narration), post production of podcast episodes (editing, mixing music and clips), and preparing audio files for publication on radio and multiple podcast platforms.

About You: You have a desire to use your skills, interest and knowledge in audio production and podcasting (desired, but not required; training provided) to contribute to the community. You possess strong communication skills and have a positive attitude. You can work independently and demonstrate initiative.

All Closer to Home volunteers must complete a Police Information Check and an Intervention Record Check prior to becoming a volunteer with the organization.

Interested applicants are asked to submit their resume and a completed Volunteer Application (found at <https://closertohome.com/volunteer/current-volunteer-opportunities>) to:

volunteer@closertohome.com