

## KVCR Public Media Sample Volunteer Assignments

<b>Volunteer Assignment</b>	<b>Description</b>	<b>Skills &amp; Training</b>	<b>Hours</b>
<b>PHONE VOLUNTEER</b>	ANSWER PHONES AND TAKE PLEDGES DURING TELEVISION AND RADIO PLEDGE DRIVES. MAKE "THANK YOU CALLS".	SPEAK AND UNDERSTAND ENGLISH CLEARLY; MUST BE COMFORTABLE ENTERING INFORMATION IN A COMPUTER.	TIMES VARY BASED ON PLEDGE SCHEDULE. BUSIEST IN MARCH, APRIL, SEPT, OCTOBER & DEC.
<b>HOSPITALITY</b>	PICK UP FOOD FROM RESTAURANT FOR PLEDGE VOLUNTEERS; GREET, SET UP FOOD AND CLEAN UP.	"PEOPLE PERSON" WHO DRIVES AND DOESN'T MIND DOING A FEW DISHES!	TIMES VARY BASED ON PLEDGE SCHEDULE. BUSIEST IN MARCH, SEPT, OCTOBER & DEC.
<b>DONATIONS COORDINATOR</b>	GET ITEMS DONATED FOR KVCR TO BE USED FOR DRAWINGS, MEMBER BENEFITS, EVENTS, AND OTHER. CATALOGUE ITEMS AND LIST VALUE.	MUST BE COMFORTABLE REACHING OUT TO LOCAL BUSINESS BY PHONE OR IN PERSON. ALSO MAKING PHONE CALLS NATIONWIDE. COMPUTER SAVVY A MUST. SOME LIGHT LIFTING. MUST BE READY TO DIVE IN AND TAKE CHARGE.	LONG TERM PROJECT; WEEKDAYS BETWEEN 8AM – 5PM BASED ON YOUR AVAILABILITY.
<b>OFFSITE EVENTS</b>	WORK WITH KVCR STAFF AT OFFSITE BOOTHS, CONCERTS, EVENTS, ETC.	"PEOPLE PERSON" WHO ENJOYS MEETING & GREETING NEW PEOPLE. SOME STANDING & LIGHT LIFTING.	USUALLY WEEKENDS OR EVENINGS. HOURS VARY BY EVENT (SOME EARLY WEEKEND MORNINGS.)
<b>DAYTIME OFFICE ASSISTANCE</b>	ASSISTS WITH UPDATING MEMBERSHIP DATABASE AND EMAIL LIST. STUFFING ENVELOPES, MAILING THANK YOU GIFTS.	GENERAL OFFICE SKILLS USEFUL. DATA ENTRY. MS WORD, EXCEL.	WEEKDAYS 8AM -5PM. FLEXIBLE. AVAILABLE ON SHORT NOTICE HELPFUL.
<b>RESEARCH</b>	INTERNET RESEARCH FOR MEMBERSHIP THANK YOU GIFTS INFORMATION; CONTACT VENDORS FOR UPDATES.	COMFORTABLE USING INTERNET; SOME CLERICAL; GOOD PHONE SKILLS, DATA ENTRY.	WEEKDAYS 8-5. EARLY MORNING PREFERRED DUE TO EAST COAST VENDORS. AVAILABLE ON SHORT NOTICE HELPFUL.
<b>MEMBER &amp; VIEWER SERVICES</b>	ANSWER PHONES, LOOK UP ACCOUNT INFORMATION AND RESOLVE CALLER ISSUES. SOME MAILING & DATA ENTRY. MAKE CUSTOMER SERVICE CALLS.	COMPUTER LITERATE; CUSTOMER SERVICE EXPERIENCE; GOOD PHONE SKILLS NEEDED. WILL TRAIN ON SOFTWARE AND PHONE SYSTEM.	WEEKDAYS 8AM -5PM. FLEXIBLE. AVAILABLE ON SHORT NOTICE HELPFUL.
<b>NEWSLETTER</b>	ASSIST WITH WEEKLY EMAIL PROGRAM UPDATES AND MONTHLY EMAIL NEWSLETTER.	JOURNALISM & PUBLISHING EXPERIENCE PREFERRED; ACCESS TO SOFTWARE HELPFUL.	FLEXIBLE, AROUND YOUR SCHEDULE. WEEKLY AND MONTHLY DEADLINE.
<b>OTHER ASSIGNMENTS</b>	SET UP AND CLEAN UP, INVENTORY, SHREDDING, AND OTHER MISCELLANEOUS ASSIGNMENTS	WORKS WELL IN A TEAM. ABLE TO SIT, STAND, OR BEND FOR EXTENDED PERIODS AND DO SOME LIGHT LIFTING.	FLEXIBLE. AS NEEDED.
<b>NOTE:</b> THIS IS A SAMPLE REPRESENTATION OF VOLUNTEER ASSIGNMENTS. THESE ASSIGNMENTS MAY NOT BE MUTUALLY EXCLUSIVE.			