

Volunteer Policies and Procedures



For more details call 236-5179

OSHKOSH MEDIA VOLUNTEER POLICIES AND PROCEDURES

Thank you for interest in volunteering with community television. Volunteers play a vital role in Oshkosh Media's ability to provide quality community television to Oshkosh cable viewers. Volunteers generally provide support services to paid staff and/or access users and/or work on special projects. Volunteers act as Oshkosh Media ambassadors to help spread the message of Oshkosh Media programs and services to the Oshkosh community.

- Volunteers are required to wear identification badges when working in the Oshkosh Media facility or on Oshkosh Media remotes.
- Volunteers are expected to operate within the stated procedures of the City of Oshkosh Volunteer Policy.
- An important requirement of your volunteer position is tracking your hours on the FACIL system.
- Please bring any concern, problem or suggestion to the Volunteer Coordinator. Ask her/him for any information you need to do your job more effectively.
- Please notify the Volunteer Coordinator as soon as possible if you will be going on vacation, need to change your schedule, or will be resigning so that a replacement can be sought.
- Please contact the Volunteer Coordinator if you are unhappy with your volunteer assignment/duties.
- Volunteer performance will be evaluated by the Volunteer Coordinator once a year.

VOLUNTEER JOB DESCRIPTION: Volunteers are expected to perform a variety of job duties which include (but are not limited to) the following: answer phones, greet access users, operate studio/remote cameras, systems or equipment, move/set up studio sets and backdrops, hook up microphones, organize/clean production areas, train other volunteers on learned production techniques and assist in clerical/administration tasks or projects. In all of these responsibilities no previous qualifications or experience is necessary, but good people skills and a pleasant attitude are a strong plus. Volunteers should be willing to volunteer a minimum of five (5) hours per month.

VOLUNTEER TRAINING: Upon acceptance of your application as an Oshkosh Media volunteer, the Volunteer Coordinator will evaluate your interests, skills and time availability to determine both your volunteer duties and your training schedule. This training schedule may be done in a class form (working with other volunteers), or on an individual basis. The Volunteer Coordinator will ensure that you are properly trained in your job area so that you can perform your duties in an efficient and professional manner.

VOLUNTEER EXPECTATIONS: Attire: Volunteers are expected to wear appropriate clothing attire (clothes should be clean, undamaged, and of good taste). Attendance: Volunteers are expected to appear and complete their time as scheduled. Please contact the Volunteer Coordinator if you cannot attend an event you had signed up to volunteer. Behavior: Volunteers are expected to treat all other volunteers, staff and access users in a professional manner. Inappropriate behavior (rudeness, profanity, and harassment of any kind) will not be tolerated. Use of controlled substances will also not be tolerated. Volunteers must not abuse the relationship that they might have with a member of the public through unethical practices.

VOLUNTEER REWARDS: Volunteers will be rewarded with Oshkosh Media promotional items at various volunteer hour levels. These items will be awarded at Volunteer Appreciation Events held during the year.

I have read and understand the Oshkosh Media Volunteer Policies and Procedures, and agree to abide by them.

Volunteer Signature

Volunteer Application



YOUR NAME: _____ TODAY'S DATE: _____

ADDRESS: _____ CITY/ST/ZIP: _____

EMAIL: _____

PHONE # WHERE YOU CAN BE REACHED DURING BUSINESS HOURS: _____

IN CASE OF EMERGENCY WE SHOULD CONTACT: NAME _____ PHONE _____

DATE AVAILABLE TO START: _____ DATE OF BIRTH: _____

AREAS OF INTEREST:

- | | |
|--|--|
| <input type="checkbox"/> working behind the camera (studio crew) | <input type="checkbox"/> working in front of the camera (host/hostess) |
| <input type="checkbox"/> covering local government meetings | <input type="checkbox"/> Board of Directors/Committees |
| <input type="checkbox"/> helping with special events/planning | <input type="checkbox"/> receptionist/answering phones/clerical |
| <input type="checkbox"/> fundraising | <input type="checkbox"/> wherever you need me— I'm flexible! |

SKILLS: _____

PRIOR VOLUNTEER/WORK EXPERIENCE: _____

HOW MANY HOURS A WEEK CAN YOU VOLUNTEER? _____

WHAT DAYS ARE YOU AVAILABLE? (circle) MON TUES WED THURS FRI

WHAT TIME OF DAY DO YOU PREFER? (circle) MORNINGS AFTERNOONS EVENINGS

REFERENCES: _____ PHONE: _____

1. _____
2. _____
3. _____

OFFICE USE ONLY

Request Accepted _____ date Request Denied _____ date

Training Schedule: _____

