



## KCPT Ambassadors

### Volunteer Description and Benefits

KCPT is seeking viewers who are passionate about station programming and mission and enjoy engaging with the public. Ambassadors will represent the station at community events, station events and will assist with live programming nights during funding drives. Duties during those evenings could include greeting guest hosts, greeting community groups serving as phone bank volunteers and assisting with food and beverage hospitality. Opportunities exist year-round, with events taking place primarily in the spring and fall (funding drives take place in March, June, August and December).

Communication is critical to the success of the Ambassador program. Volunteers must be comfortable using digital communication; KCPT uses SignUp.com to coordinate volunteer opportunities. Volunteers are expected to maintain reliable communication, immediately update contact information and correspond in a timely manner.

To qualify for this program, applicants will be asked to pass a station knowledge test, sign a liability waiver, data confidentiality form, photo release and code of conduct form, and submit to a background check\*. After these elements are fulfilled, the Volunteer Manager will contact you to schedule an interview. The volunteer program is supervised by the Manager of Events & Volunteer Engagement, but volunteers will be asked to report to additional staff members depending on the project.

#### **KCPT, Kansas City PBS Ambassadors are required to meet the criteria below:**

To qualify for this program, applicants will be asked to pass a station knowledge test, a preliminary background check\*, and sign a liability waiver, data confidentiality form, photo release and code of conduct form. After these elements are fulfilled, the Volunteer Manager will contact you to schedule an interview. KCPT Ambassadors are required to meet the criteria below. The volunteer program is supervised by our Manager of Events & Volunteer Engagement, but volunteers may be asked to report to additional staff members depending on the project.

- Knowledge of and passion for the station, its programming and mission.
- Engage the public at events, promoting the station's mission and community impact while demonstrating a positive, enthusiastic demeanor.
- Understand KCPT's public media funding model and be able to answer general questions about membership.
- Reliably communicate with the Volunteer Manager and any project reporting managers.
- Use SignUp.com to schedule shifts.
- Lift and carry event materials weighing up to 30lbs.

- Give a minimum of (20) hours per year to maintain active status. Hours are calculated on The KCPT's fiscal year, July 1 - June 30.
- The ability to pick up and/or return promotional materials to the station during business hours, Monday through Friday 9 a.m. to 5 p.m., is helpful, but not required.

**Program Incentives:**

- Alliance with KCPT's mission to promote life-long learning and serve every member of the Kansas City community.
- Instant connection with like-minded volunteers to enrich a vibrant social circle.
- Free access to KCPT and community events when volunteering.
- KCPT volunteer T-shirt.
- A subscription to our monthly Member Guide with the programming schedule.
- Invitation to KCPT's annual Volunteer Appreciation Event in April.

\*KCPT is committed to the safety of our volunteers, staff and event attendees. With this in mind, we ask that all volunteer candidates submit to a background check. A criminal record does not preclude you from participation in the volunteer program. KCPT will be notified in the event of a "red flag" within our areas of concern; specific details of your results will not be shared with us.