



**KMOS PBS Community Champions** volunteers represent the station at community and station events by greeting guests and community groups, serving as event booth/tent help, event set-up and breakdown, and serving as a champion and advocate for KMOS PBS with community, state, and federal leadership.

Other duties may include writing thank you notes to KMOS PBS donors, providing testimonials about why they are passionate about the station, and helping to promote station initiatives and events. At select events, members may be asked to wear PBS KIDS costumes. Additionally, members may be called to serve as a liaison and connection point for major donors and/or business connections for underwriting and sponsorship.

### **Community Champion Benefits**

KMOS PBS Community Champions will feel engaged and take pride in knowing that they are an integral part of KMOS and play an important role in our continued sustainability. Additionally, Community Champion volunteers will receive the following benefits:

- KMOS PBS Community Champion T-shirt
- Receive a quarterly e-newsletter with station updates and happenings
- Invitation to special KMOS PBS events
- Tour of KMOS PBS studios
- Select KMOS and PBS give-away items as available

### **Community Champion Assignments:**

KMOS PBS Community Champions program welcomes individuals and groups on a regular or 'as needed' basis for special projects, special events, and to be voices in your local community.

All Community Champion members must be at least 18 years of age. Any volunteers under the age of 18 must have prior approval by KMOS supervising staff and the permission and/or supervision of a parent or guardian for all volunteer opportunities. Assignments typically fall into two categories:

- **Events Team**
  - Represent KMOS PBS at station events and other functions
  
- **Community Advocate**
  - Provide advisement and help provide connections and introductions along with resource development to help KMOS PBS strengthen and build relationships.

All potential Community Champions applications will undergo screening and an interview conducted by the KMOS PBS Community Engagement Coordinator. Interviews may be completed via phone call, Zoom/Google Meet call, or in-person.

Upon completion of screening and interviews applicants will be notified of category assignment and receive additional details including duties and responsibilities.



### **Community Champions Policies and Code of Conduct**

This information is designed to help you adjust to your role as a KMOS PBS Community Champion and answer any questions regarding policy, procedures, and expectations.

#### **KMOS PBS**

Wood 11

University of Central Missouri

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#### **Scott Alvested**

Community Engagement Coordinator

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### **Expectations**

KMOS PBS expects Community Champions members to act in a professional manner at all times in which you are representing KMOS PBS. We expect all Community Champion volunteers to treat all people with kindness and respect.

The volunteers who make up KMOS PBS Community Champions can expect the staff of KMOS PBS to also maintain professionalism, kindness and respect. We owe volunteers information and guidance pertaining to their roles so that they can successfully fulfill their duties. If you feel as though pertinent information is missing, please contact the Community Engagement Coordinator.

### **Confidential Information**

All members, supporters, guests and volunteers at KMOS PBS have the right to privacy. We, as an organization, have an obligation to maintain their confidentiality. We require that volunteers maintain the same.

### **Anti-Discrimination**

KMOS PBS is committed to creating a welcoming environment by modeling behaviors that make everyone feel included. Discrimination in any form is not tolerated, including discriminating based on a person's race, color, national origin, age, religion, disability status, sex, sexual orientation or identity, genetic information or marital status.

Discrimination may take many forms, including slurs, epithets, threats, derogatory comments, visual depictions, and/or unwelcome jokes and teasing. It can also be actions that are subjectively and objectively offensive, severe or pervasive, and have the intent or impact of unreasonably interfering with an individual's ability to perform their assigned duties. We encourage anyone who feels like they've been discriminated against, or anyone who witnesses this type of behavior to alert a KMOS PBS staff member immediately. Any violation of this policy will be subject to disciplinary measures, up to and including removal from the Community Champions program.

### **Harassment**

Verbal, physical or sexual harassment of a volunteer, guest or staff member will not be tolerated. Disciplinary actions will be taken and possibly dismissal can occur.

# Job Description

## **KMOS Community Champion Events Team**

Community Champion Events Team members will be contacted by the KMOS PBS Community Engagement Coordinator or other designated staff member about specific event dates, times, and other details including responsibilities and assistance duties. Every effort will be made to reach out to team members to serve at events in their own local community.

- Possible duties and responsibilities at events
  - Helping provide information and hand out items at KMOS booths or tables
  - Directing participants to activities
  - Opening doors or aiding participants with mobility issues.
  - Serving as costumed character or serving as guide for costumed character.
- Qualifications and desired skills
  - Be enthusiastic and familiar with KMOS PBS programming, vision, and mission.
  - Be comfortable talking to a wide range of people.
  - Have the ability to build rapport quickly.
  - Be proficient on social media platforms such as Facebook, Instagram, and YouTube.
    - Community Event Team volunteers are encouraged to share and post about KMOS PBS events and other happenings or initiatives.

# Job Description

## **KMOS Community Champion Advocate**

Community Champion Advocates are leaders or have influence within and among their communities. Advocates are encouraged in cooperation with KMOS PBS staff to actively engage with civic leaders, local and regional businesses, political officials and others to promote KMOS PBS to broaden our mission and help secure financial contributions.

- Possible duties and responsibilities
  - Provide advice to KMOS PBS by pulling from your own skill sets or experiences.
  - Create connections between your own personal network and KMOS PBS.
  - Provide video testimonial about your passion for KMOS PBS.
  - Help expand KMOS PBS' network of supporters.
  - Be willing to leverage your own unique experience to advance KMOS PBS' mission, vision and programming.
- Qualifications and desired skills
  - Be enthusiastic and familiar with KMOS PBS programming, vision, and mission.
  - Be comfortable talking to a wide range of people.
  - Have the ability to build rapport quickly.
  - Have established personal and professional connections with community stakeholders in business, civic engagement, politics, or those with financial ability to make major gift contributions to KMOS PBS.
    - May be asked to provide video testimonial about your passion for KMOS PBS.