

Volunteer Job Description:

Title: Event Reminder script writer

Work hours: One to three hours a week, or one hour a month, the amount of time is your option.

Work site: Here or work at home using the information given to us from community agencies, organizations, or private parties about their meetings, events, sales, or workshops. And use your own research and local phone calls.

Supervisions: Floriene McCovey, primary
Emilee Marshall, secondary

Production coordination: Floriene McCovey

Typical work: Computer use at home or at KIDE. Do local research in the community or county to identify any agency that may be hosting a local event. Make telephone calls to confirm an event if it is thought to have changed. Several people may choose to help us find this information. Attend set meetings with the named supervisors to assess the current information on hand and to discuss the script length and further planning tasks as needed.

We air two CERs per day, a morning version which covers the day's events; and an evening update that covers events happening that night and early the next morning before 9am. There is an optional weekend version that can be produced as a separate Weekend CER.

Coordination of task date schedules to be assigned by the Production Coordinator, above.

The general scope of work

We are looking for information about local events happening within the eastern Humboldt County area. The first priority is events in Hoopa Valley. One must think in terms of travel distance to and from the event to judge priority posting. We are looking for basic information about these events. We want to know when the event happens, what time of day. This is important because the CER in the AM will include different events than the CER pm edition. Each edition runs for five minutes to include music bookends.

We will need this information recorded on a digital editing program in case last minute changes happen that will require us to edit out a postponed event after the CER edition is completed. What this means for this job is the scripts must be in short concise text per event. We will train people on what we need.

You will receive on-air credit for your work. "This hour's CER was written by, (your name)"

Task requirements:

Must be self motivated. Must be computer literate. Must be comfortable doing research by telephone. Must be able to write concisely in simple radio language. This will be a part of the training. Must be willing to commit to an agreed workplan. An adult aged person is preferable, especially people who attend community meetings and social events. No broadcast experience is needed.

We strongly suggest people limit their research time to best fit their life. We do not expect anyone to volunteer more of their time than is reasonable.

How to get started:

We suggest you listen to the current CER that airs at 10am and 5:05pm Monday through Friday. This is a starting point.

Fill out a volunteer application form at KIDE. Indicate that you are interested in the Volunteer CER script writer task. Arrange with Floriene McCovey a date to meet and discuss the task options and your possible work hours and days. We hope there will be several people sharing this ongoing task. We would appreciate any time a person can volunteer. It gives us a break to catch up on another task.

This can be fun.