

Volunteering at Maryland Public Television

Thank you for expressing interest in volunteering at MPT! We hope the following information will be useful as you consider how and where you may be able to donate your talents and energy for the benefit of MPT's community.

Your benefits

- a chance to contribute to a worthy mission: educating, entertaining, and engaging your fellow citizens
- an inside look at a state-wide media operation
- interesting activities in a friendly social atmosphere
- volunteer appreciation activities
- occasional discounts on MPT merchandise
- free copies of selected MPT publications
- sincere thanks from MPT staffers whom you assist!

Reporting

Unless advised to the contrary, all volunteers report to the Volunteer Coordinator who delegates assignments, tracks attendance, and addresses volunteer questions or concerns.

Volunteer roles & responsibilities

We welcome volunteers age 18 and older who are high school graduates.

Once you've registered for a volunteer role and have been trained for specific duties, if your availability changes, please notify the volunteer coordinator immediately.

Please review the chart below to assess where your talents might best match MPT's needs.

Please ask us about other jobs that may be available in MPT departments such as our education, marketing, graphics, or human resources areas.

Frequently asked questions

- Q** *What are the benefits of volunteering at MPT?*
- A** Volunteering for MPT offers many benefits, both tangible and intangible:
- Making a positive impact on our community
 - A fun and rewarding experience
 - A behind-the-scenes peek into television activities
 - Camaraderie with other dedicated and caring people

(over, please)

| Job title | Duties | Location |
|----------------------------|---|---------------------------------|
| Hospitality | Receive caterers, organize food display, and keep eating area presentable during on-air membership drives. | MPT studios Owings Mills, MD |
| Greeting desk receptionist | Receive and direct guests, answer and transfer incoming calls, and perform miscellaneous office duties Monday through Friday. | MPT offices Owings Mills, MD |
| Viewer Services assistant | Respond to incoming calls, e-mails, and letters from MPT viewers and others. | MPT offices Owings Mills, MD |
| Mailing team member | Collate, stuff materials, and label envelopes or packages. | MPT offices Owings Mills, MD |
| Secretarial/support aide | Data entry, filing and other support duties. | MPT offices Owings Mills, MD |
| Pledge phone operator | Work during on-air pledge campaigns to receive calls and record contributions. | MPT offices Owings Mills, MD |
| Pledge lobby greeter | Receive and direct guests during membership drives, during the evening on weekdays, and days and/or nights on weekends. | MPT offices Owings Mills, MD |
| Outreach/event assistant | Perform miscellaneous duties to assist in community outreach planning and events. | MPT offices or on location |

(continued)

- During pledge drives, enjoy snacks and a small thank-you gift.
- And, it feels great, too!

Q Does MPT provide transportation?

A We regret that we're unable to provide any transportation service, but we'll do all we can to link you up with other volunteers with whom you can travel.

Q What should I wear when volunteering at MPT?

A In general, business casual clothing is appropriate, however, during special events, you may be asked to

wear more formal clothing, special colors, or MPT may furnish you with MPT logo shirts. If you are volunteering during a pledge drive in studio, be sure to dress warmly, as the studio temperature is typically quite cool.

Q Will I see any on-air personalities?

A From time to time you may see on-air personalities, but we ask that volunteers remember that these professionals are working and should not be interrupted as they rehearse or perform.

Q Could my volunteer position turn into a permanent job at MPT?

A Your volunteer role will certainly afford you an opportunity to meet and work with men and women in a wide variety of professional and technical positions. We do encourage our volunteers to check out job openings which are posted in two places: on the bulletin board outside Human Resources or on the "Career Opportunities" area of the **About MPT** section of our Web site, www.mpt.org.

Next step

Complete the application form and mail or fax it to us. Within 5 business days you will receive a call to arrange a time for us to meet with you for orientation and to discuss current volunteer opportunities.

And in conclusion

Thank you very much for your interest in supporting MPT by volunteering your time and expertise. To learn more about MPT, please visit our Web site, www.mpt.org.

Please mail or fax the form below to: Volunteer Coordinator
Maryland Public Television
11767 Owings Mills Blvd.
Owings Mills, MD 21117-1499

Telephone: (410) 581-4242
Fax: (410) 581-4304
E-mail: volunteer@mail.mpt.org

Or submit an online volunteer application at:
www.mpt.org/support/volunteer

Volunteer application form (please print)

Today's date: _____

Name: Mr. Mrs. Ms. Dr.

Address: _____

Telephone(s):
Home (____) _____

Work (____) _____

Fax: (____) _____
 Home Work

E-mail: _____
 Home Work

Please check the volunteer roles of interest to you:

- Hospitality
- Greeting desk receptionist
- Viewer Services assistant
- Mailing team member
- Secretarial/support aide
- Pledge phone operator
- Pledge lobby greeter
- Outreach/event assistant

When are you available to volunteer? (check all that apply)

- Any time
- Weekdays Hours _____
- Weekends Hours _____
- Evenings Hours _____