



JAZZ.FM 91 Volunteer Application

Please note: there are no on air opportunities

Name:	
Street Address:	
City:	
Birthday (Please exclude year):	
Best way to reach you: Phone:	Email:
Social Media (Website, LinkedIn, Twitter, Facebook):	

Questionnaire

1. Tell us about yourself! What inspired you to join the JAZZ.FM91 Volunteer Team?

2. How did you hear about our Volunteer Team?

3. What is your favorite music and / or who are your favourite musicians?

4. Are you in a school program that requires volunteer hours?

5. Would you like to share past work or volunteer experiences that would be good for us to know as we plan our volunteer team schedule?

6. What skills would you like to contribute to our team? Please check off the skills in the below table and feel free to share your comments. See the last page for a description of common volunteer tasks.

Skill	✓	Comments welcome!
1. Event logistics – event preparation and/or on-site event support, e.g. greeting attendees, CD sales, event set up and take down		
2. Campaign Fundraising support, e.g. taking donation calls, contacting prize winners		
3. Reception, e.g. greeting visitors, responding to incoming calls such as online event tickets, assisting with office administration		
4. Office administration, e.g. filing		
5. IS&IT support, e.g. responding to computer and mobile technical issues (hardware, software)		
6. Communications and Marketing, e.g. writing copy, design layout, social media engagement		
7. Photography		
8. Data analysis		
9. Research, e.g. researching upcoming events,		
10. Other: Please specify other areas of interest		

7. Please help us understand your availability (check as appropriate):

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daytime							
Evening							
Occasional							
Seasonal							
Comments are welcome:							

8. Do you have accommodation needs that you would like to share with us?

9. Please provide 2 references: name, organization and position, relationship to you, and contact information.

Please email your completed application, resume and 2 references to:

Sue Birtch, Fundraising Coordinator at volunteer@jazz.fm

Thank you for your interest in volunteering with JAZZ.FM91!

Common Volunteer Tasks at JAZZ.FM91

Event logistics

- ✓ Greeting event participants
- ✓ Helping with set-up and take-down
- ✓ Contacting prize winners

Fundraising Campaigns

- ✓ Inbound / outbound calls for donors
- ✓ Pledge form printing

Reception

- ✓ Greeting visitors, answering main line, e.g. assisting with online e-ticketing questions, directing calls to station departments
- ✓ Checking voicemail
- ✓ Receiving mail

Driving

- ✓ Occasional prize, catering pick-ups

Office support

- ✓ Mail outs: folding letters, filling envelopes, labeling items
- ✓ Computer activities: Data entry, MS excel and word tasks

Photography

- ✓ Capturing photos for events for use in JAZZ.FM91 print and online formats