



POSITION: Receptionist

REPORTS TO: Volunteer & Outreach Coordinator

HOURS: One 3-hour shift once a week Monday - Friday. Shifts are between 8 AM and 10 PM.

*Sunday shift from 11 AM - 1 PM must be covered by a female (identifying) receptionist.

DESCRIPTION: The WORT receptionist is the first point of contact for everyone who enters the WORT studios. As the friendly face of WORT, the receptionist has a host of responsibilities during their shift.

Each day and shift for a receptionist has different responsibilities based on the programming schedule. One shift may help with ticket giveaways, while another may check-in guests for a show or transfer calls to reporters in the newsroom.

Some basic duties remain the same for each shift, such as:

- Greeting callers and guests to the station.
- Transferring phone calls and taking and delivering messages for staff and volunteers in a timely manner.
- Answering basic questions about WORT.
- Entering listener comments in the listener comment log.
- Scheduling studio time for volunteers.
- Helping with pledge drives.
- Keeping the lobby tidy.
- Notifying staff of packages, but not sorting the mail.

OUR EXPECTATIONS:

- You're comfortable with computers, word processing, email, Google Drive, and multiline phone systems.
- You have a reliable form of transportation to arrive at your shift on a weekly basis.
- You work well with others.
- You can think on your feet and problem solve.
- You are comfortable multitasking.
- You enjoy meeting new people and speaking on the phone.
- You have a cell phone, regular access to a computer, and an email address.

WE PROVIDE:

- Training on our multiline phone system and computer.

- A supportive environment for you to learn more about the programming, people, and innerworkings of a radio station.
- An opportunity to be part of WORT and deliver information in the public interest on our nonprofit, noncommercial, listener-powered airwaves.

FOR MORE INFORMATION OR TO APPLY:

Contact Volunteer & Outreach Coordinator Adrienne Ranney at adrienne@wortfm.org or 608-321-9583.

Currently available shifts:

Wednesday:

8 AM - 11 AM

Fridays:

5 PM - 8 PM

Sundays:

11 AM - 2 PM

&

5 PM - 6:30 PM