



Becoming a Volunteer

Please send the following Documents (in Word or PDF form):

- 1) Certified Copy of your Identity Document
- 2) One page motivation letter explaining why you would like to join RX Radio as a volunteer and outlining any experience, if any, working with children and/or in children's media.
- 3) Your Curriculum Vitae
- 4) Two referees and their contact details
- 5) Police clearance

Outline of Process

Once you have submitted all the required documents you will be contacted for an interview and you will thereafter be informed if your application to join the RX Radio Volunteer Program has been approved.

Please note that you will be required to produce a Police Clearance Certificate before joining the Program. This can be done by going to your nearest Police Station.

Memorandum of Understanding (MOU)

Please familiarise yourself with the MOU which you will be expected to sign once your application to join RX Radio has been approved. The MOU outlines the relationship between yourself as a volunteer and RX Radio.

Memorandum of Understanding
Between
A Volunteer and RX Radio

Introduction

RX Radio is a unique award-winning radio station that is by and for children, based at the Red Cross War Memorial Children's Hospital in Cape Town. We have trained 135 Child and Young Reporters aged 4 to 18, at Red Cross Children's Hospital, Paarl Hospital and Brooklyn Chest Hospital. We are also one of the first radio stations in the world to have children broadcasting from within a hospital. A team of 4 staff, 1 intern, 1 mentor, volunteers and former reporters work behind the scenes to train, coordinate, and support the reporters – but the children are always behind the microphones and are active participants in the production. They design their own shows, choose the music, invite guests, write interview questions, and even plan fundraising events!

RX Radio broadcasts 24/7, LIVE and Pre-recorded programmes (including shows, music, podcasts, and radio diaries). The station transmits audio and images through the hospital's internal television system to all wards and public spaces in the hospital. We also live stream the same content on our website and app, and frequently update our social media (Facebook, Twitter, Instagram). Magazine -format shows consist of music, interviews, stories, news, weather, and traffic updates. To become an RX Radio reporter, children first complete basic training: a week of workshops about important life skills (e.g. listening, storytelling), radio reporting and production skills. At the end of the week, children produce a five-minute audio-visual "radio diary" where they tell a story of their choice, and many narrate their experience in hospital. After basic training, they have the choice to become an official RX Radio reporter. They then can participate in on-going training: workshops led by staff and guest facilitators from a variety of fields.

Rules and Procedure

The Policies and Procedures Manual of RX Radio, where relevant, will be applicable to volunteers. Thus, the manual provides principles and guidelines that will govern the application of the terms and conditions of service, which sets out the rights and obligations applicable to volunteers. Before signing this Memorandum of Understanding (MOU), the volunteer will receive an extract of the Policies and Procedures Manual applicable to them. The signing of this MOU would be an acknowledgement of receipt and agreement to abide by the Policies and Procedures Manual of RX Radio where applicable.

Compensation & Reimbursement of Expenses

Volunteers must be mindful that they will not be compensated for any services rendered. However, volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for RX Radio.

Approval can only be given by the Radio Station Manager. In such cases, a volunteer will need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement.

Mentorship and support

We aim to provide a way for volunteers to contribute to RX Radio in a supported and supervised way.

The volunteers will be paired up with a staff member (mentor) to work alongside them, providing both orientation and supervision. RX Radio strives to make the volunteer experience the best that meets the needs and expectations of each volunteer.

Attendance and Time

Volunteers are asked to commit approximately 3-4 hours per week to the Station. The commitment should be for a minimum of 3 months. At the end of a service term, volunteers may elect to renew their volunteer service agreement with RX Radio. All volunteers ending their service term will have an exit interview conducted by a staff member.

When volunteers discontinue their involvement without communicating their intentions they will be contacted, and if there is no response they will be terminated until further notice. RX Radio needs to depend on you as much as you need to depend on us. It is requested that if you can no longer fulfil your commitment, you notify any staff member of RX Radio in writing. As you know, the best way to build a positive, lasting and helpful relationship is through dependability. It is important to remember that you may be working with children who will form a relationship with you and will look forward to seeing you during your scheduled time. Not being dependable sends the wrong message.

Volunteer attendance is important to meeting the objectives of the Station. Volunteers should notify any RX Radio Staff member in advance if they are unable to be present on their scheduled day.

Confidentiality

Please be mindful that you will be required to maintain strict confidentiality in cases where you are privy to sensitive information regarding RX Radio and its stakeholders.

Termination

Failure to comply with the terms of this MOU and with the Policies and Procedures Manual, where applicable, of the Station may result in the termination of this agreement. In such an event, you will be asked to return any borrowed property/material of RX Radio and submit any overdue work.

RX Radio will make every effort to engage the volunteer and seek to resolve the problem that hinders the volunteer’s ability to uphold the agreement before terminating this agreement.

Introductory Training

All volunteers must attend a compulsory volunteer training session soon after having signed this agreement.

Ongoing training

Volunteers must be mindful that they may be called upon to attend ongoing training.

I, _____, acknowledge having received, read and understood what has been stipulated in the MOU and accompanying documents.

Signature: _____ Date: _____

Radio Station Manager, signature: _____ Date: _____
