

**EEO Initiatives  
Public File Copy  
12/01/2015-12/01/2016**

**December 1, 2015 – December 1, 2016 – Job Inquiries**

Source: There were no inquiries during the period.

**Ongoing Volunteer Opportunities:**

Source: Station Initiated Within the Public

Monthly opportunities are offered on varied days for volunteers to assist staff with office duties. Most activities take place during the third week of the month when donor statements are mailed.

**September 1, 2016 – December 1, 2016 – Internship**

Source: Belleview Christian School

An intern was tutored on station operations by the staff. Topics covered by different staff members included: teach broadcast scheduling; programming; music selection; preparation of spots and building of carts; the use of the website as a service to listeners; preparation of Sunday programming; editing of a Denver Philharmonic Orchestra concert recording; acquiring and conducting interviews; requirements for community issues and reporting for the public file; preparation and execution of the mid-day radio show; how to prepare for the morning drive time show; voice skills and techniques in announcing; recording and editing Good News elements from church pastors; financial support; donor relations; the difference between commercial and non-commercial radio; record keeping; preparation and execution of the afternoon drive; operation of the control board; engineering of audio from the microphone to the radio at home; creation of specialty programming for children; transmitter and antenna engineering; linking studios with intranet; quality control of syndicated programs; integrating a third voice into the program elements; sources of news, weather, sports and traffic; preparing and placing interviews on the website; building relationships with listeners; creating promotional efforts for churches and ministries; preparing a Sharathon event; the philosophy and execution of on-air prayer times; transmitter function and maintenance; audio processing and remote control; and telephone systems for business. The schedule included the history of the radio station, and attending a Denver Philharmonic Orchestra concert to observe the recording of the concert and meet the conductor. All teaching sessions were arranged by appointment.

**April 27-30, 2016 – Volunteer Opportunities (Internships)**

Source: Station Initiated in Partnership with Living History

Volunteer opportunities were offered to people to work alongside the staff during our Spring fundraiser, and hosting of the Living History event. Volunteers assisted with phones, office duties, and greeting visitors during the week.

**April 30, 2016 – Open House**

Source: Station Initiated Within the Public

The community was invited to visit the station, meet the staff, and observe the overall operation. Volunteers assisted with food service and greeted visitors. Questions regarding radio broadcast careers were answered and job openings were reviewed. There were no job openings at that time, and there were no resumes left with the staff.

**June 16 - 18, 2016 – Rocky Mountain Super Conference on the Family**

Source: Colorado Home Educators of Colorado Existing Partnership, 720-842-4852

AM91 staff maintained a booth at this event. The purpose of our participation in this event is to allow home schooled young people an opportunity to ask questions about broadcasting, learn about how to direct their educational choices if they are interested in a broadcast career, and offer tours and information to anyone wanting to know more about working in Christian broadcasting.

**October 4-7, 2016 – Volunteer Opportunities (Internships)**

Source: Station Initiated Within the Public

Several listeners were invited to participate in Sharathon activities and work alongside the staff during this three-day period of broadcasting. Volunteers were trained in taking donor calls, processing faith promises, and working with air staff.

**November 2016 – Operation Christmas Child**

Source: Existing Partnership and Community Relations

An on-air invitation was extended to listeners to come and visit the station when they dropped off their Operation Christmas Child gift boxes. Visitors who requested tours were shown the station by available staff members. Those interested in employment were encouraged to submit resumes. No resumes were received during that period. KPOF had no current job openings.

The staff is always available to speak with the public about our station and job openings we may have, as well as accepting resumes if asked to. No job inquiries were made during Operation Christmas Child