



## REAL Volunteer Job Description

# Project Lead

## REAL Expert Advisor

### **Purpose of the role**

- To assist REAL with the delivery of events, projects, tasks that require expert advice, input, delivery e.g. facilitators, marketing experts, lawyers, accountants, etc.

### **Location**

- Throughout REAL Region

### **Duties and responsibilities may include:**

- Providing professional advice, opinion on such matters as finance, insurance, law, computer operation, land use planning, etc.
- Assisting in the development of business and marketing strategies
- Providing facilitation services for projects, etc.

### **Time requirements**

- 3-5 hours per month (as needed)
- Year round

### **Skills and qualifications**

- Demonstrated expertise and reputation in particular discipline
- Knowledge of REAL's environmental programs, projects, language and local issues
- Excellent communication and interpersonal skills

### **Benefits**

- Participate in a delivery of REAL's mandate/vision
- Develop new contacts
- Enables REAL to improve its efficacy in delivering its mandate
- Enables REAL to improve/expand its community profile/niche
- Enables for education of the general public re: environmental issues

### **Orientation and training**

Provided by program manager or board designee

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures
- Direction provided by Supervisor



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### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed

### **Supervision**

- Takes direction from and reports to program manager or board designee

### **Safety Considerations/Precautions**

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010

Date reviewed/revised: