



REAL Volunteer Job Description

Project Assistant

REAL Expert Speakers

Purpose of the role

- To speak to the general public and other audiences on topics related to REAL's mandate
- To educate the public on environmental issues

Location

- Throughout REAL Region

Duties and responsibilities may include:

- Develop and deliver talks on topics relating to REAL's projects and programs, such as Climate Change, Energy Conservation, Water Quality, Ecological Health, etc.
- Provide educational information and opportunities to members of the public and other audiences
- Attend fairs, specific events, workshops, open houses

Time requirements

- 3-5 hours per event (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, presentation and interpersonal skills

Benefits

- Participate in 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, board designee or volunteer co-ordinator

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures

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: