



REAL Volunteer Job Description

Project Assistant

REAL DEAL Free Store Co-ordinator

Purpose of the role

- To sort, stock and refurbish free items available in the REAL DEAL store

Location

- At the REAL DEAL store, Smiths Falls

Duties and responsibilities

- Select items for the free bin
- Sort, display, promote free bin items
- Re-circulate, keep current, free bin items
- Market free bin and its contents

Time requirements

- Minimum two hours per shift
- Minimum two shifts per month
- Thursdays to Saturdays, 10:00a.m to 4:00 p.m., year round

Skills and qualifications

- Knowledge of store contents,
- Knowledge of pricing, relative value of items
- Knowledge of REAL's programs and products
- Good interpersonal skills
- Marketing knowledge

Benefits

- Learn about REAL's environmental programs, projects and products
- Meet new people
- Retail/sales experience
- Offer information to public re: environmental projects and practices
- Be part of environmental movement

Orientation and training

Provided by REAL DEAL store manager, and/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)



REAL Volunteer Job Description

- 1 personal reference/recommendation check completed

Supervision

- Takes direction from and reports to project leader (REAL DEAL store manager)

Safety Considerations/Precautions

- Lifting
- 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: