



## REAL Volunteer Job Description

# Project Assistant

## REAL IT Support

### **Purpose of the role**

- To provide IT and computer service and expertise to REAL

### **Location**

- REAL DEAL store and offices, Smiths Falls

### **Duties and responsibilities**

- Oversee function, maintenance, upgrade of network
- Advise on software, hardware for REAL systems
- Upgrade systems as needed
- Maintain virus/spyware protection
- Troubleshoot computer problems and repair as needed
- Maintain and troubleshoot phone and DSL systems

### **Time requirements**

- 3-5 hours per month
- Year round

### **Skills and qualifications**

- Expertise in computer systems, products, software, phone lines, CSL, etc

### **Benefits**

- Volunteer will expand awareness of REAL and its activities
- Provide current IT systems for REAL
- Meet new people interested in environmental protection
- Enables REAL to improve its community profile/niche
  
- Enables for education of the general public re: environmental activities and opportunities

### **Orientation and training**

Provided by program manager or board designee

- 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
- Criminal Records Check may be required

**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: