



## REAL Volunteer Job Description

# **Project Assistant**

## **REAL DEAL In-Store Marketer**

### **Purpose of the role**

- To plan and deliver special sales, opportunities and events
- To encourage, facilitate and increase sales of items in the store
- To promote REAL and its various programs and projects
- To promote an environmental ethic to visitors at the REAL DEAL store
- To assist visitors to make informed, environmentally sound purchasing decisions

### **Location**

- At the REAL DEAL store, Smiths Falls

### **Duties and responsibilities**

- Select items for sale, set pricing at special events
- Plan, advertise, promote special sales events at store
- Design displays, themes, designs for special items
- Create in-store discount posters
- Approach people offering help and advice
- Provide quality customer service
- Assist patrons to make purchases based on needs
- Suggest alternative purchases
- Promote attributes of store, sales items and the need for environmental purchasing
- Answer environmental questions visitors may have
- Promote environmental services and products such as Well Aware, Kill a Watt meter use, etc.

### **Time requirements**

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

### **Skills and qualifications**

- Knowledge of environmental issues
- Knowledge of store contents,
- Knowledge of pricing, relative value of items
- Knowledge of REAL's programs and products
- Good interpersonal skills
- Retail, marketing, presentation experience

### **Benefits**

- Learn about REAL's environmental programs, projects and products
- Meet new people



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- 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)
- 1 personal reference/recommendation check completed

### **Supervision**

- Takes direction from and reports to 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: