



## REAL Volunteer Job Description

# Project Assistant

## REAL Membership Co-ordinator

### **Purpose of the role**

- To maintain existing and increase membership in REAL

### **Location**

- Throughout the Rideau Community

### **Duties and responsibilities**

- Maintain/develop database (electronic or hard copy) of existing and new members
- Solicit personal and corporate memberships at opportunities throughout the region
- Receive payment and issue receipts for memberships
- Update memberships as they become due
- Assist Chair of Membership Committee

### **Time requirements**

- 3-5 hours per month
- Year round

### **Skills and qualifications**

- Excellent communication skills both written and verbal
- Excellent interpersonal skills
- Computer literate in internet, Microsoft word,

### **Benefits**

- Volunteer will expand membership of REAL
- Meet new people interested in environmental issues
- Enables REAL to improve its community profile/niche
- Enables for education of the general public re: environmental issues

### **Orientation and training**

Provided by Chair of Membership Committee or 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
- Criminal Records Check may be required

**Supervision**

- Takes direction from and reports to Chair, Membership Committee 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: