



REAL Volunteer Job Description

REAL Project Lead

Cell Phone/Print Cartridge Return Co-ordinator

Purpose of the role

- To update, deliver and co-ordinate the Cell Phone/Print Cartridge Return program

Location

- In the REAL Region or home based

Duties and responsibilities include:

- Update and revamp the program
- Find/confirm depots/companies for disposal
- Advertise/promote the program in web sites, local businesses and governments in the REAL community
- Update information in REAL web page to reflect new recycling/reusing links
- Compose and distribute news and information items promoting the program
- Arrange for pick up/delivery of returned items

Time requirements

- 3-5 hours per month as needed
- Year Round

Skills and qualifications

- Good organization skills,
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Diverting more waste from landfill sites
- Creates funding source for REAL
- Improved communication skills
- Increased organization skills
- Enables REAL to improve its efficacy in delivering its mandate
- Enables REAL to improve/expand its community profile/niche



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- Enables for education of the general public re: the importance of their involvement

Orientation and training

Provided by board designee or volunteer co-ordinator

- Familiarization of past and present REAL projects
- 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)
- 2 personal reference/recommendation checks completed
- Criminal Records Check may be required

Supervision

- Takes direction from and reports to 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: