



## REAL Volunteer Job Description

# **REAL Project Co-ordinator**

## ***Education Presentation Co-ordinator***

### **Purpose of the role**

- To educate the population on a number of topics related to REAL's objectives designed to educate and/or involve individuals in environmental projects

### **Location**

- In the REAL Region

### **Duties and responsibilities include:**

- Plan, organize and deliver opportunities to educate the public
- Educate REAL volunteers on local environmental features and issues
- Recruit speakers as above. Topics may include, local ecology, energy efficiency, waste reduction, land use changes, and demographic changes, etc.
- Plan and deliver canoe trips to interested parties on local ecology
- Advertise/promote the program in web sites, local media, businesses and governments in the REAL community
- Compose and distribute news and information items promoting the program

### **Time requirements**

- 10-20 hours per month
- 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**

- Improved communication skills
- Social networking opportunities
- 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 and/or volunteer co-ordinator

- Familiarization of past and present REAL projects
- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures
- On the job training provided by board designee

### **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: