



REAL Volunteer Job Description

REAL Project Co-ordinator

Pitch In Co-ordinator

Purpose of the role

- To design, organize and deliver the annual Pitch In Project in Smiths Falls

Location

- In the REAL Region, Smiths Falls

Duties and responsibilities include:

- Register the community with the national campaign
- Send out press releases to advertise the community's involvement
- Contact schools, service groups, municipalities and other volunteers to assist with litter pick up, site locations, etc
- Contact local refuse firms to receive waste once collected
- Co-ordinate all activities pertaining to the event

Time requirements

- 10-20 hours per month
- March –April-May

Skills and qualifications

- Excellent organization skills, able to motivate and co-ordinate many groups and individuals to participate
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Creation of a more aware and cleaner community
- Exposure within community as environmental advocate and great organizer
- Increased organization skills
- Enables REAL to improve its efficacy in delivering its mandate
- Enables REAL to improve/expand its community profile/niche
- Enables for education of the general public re: the importance of their involvement



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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

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
- Educate participants of safety hazards and accident avoidance while engaging in activity

Date description developed: March 2010

Date reviewed/revised: