



## REAL Volunteer Job Description

# **REAL Deal Project Lead**

## ***Re-purposing Co-ordinator***

### **Purpose of the role**

- To promote the use and creation of re-purposed goods

### **Location**

- In the REAL Deal Store and in Region

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

- Train individuals to change existing items into products that people want and can use
- Create crafts, products out of items cast off as waste
- Bring products and techniques to local fairs, events, information workshops etc to promote re-purposing and the ability to do
- Plan and organize workshop(s) on re-purposing
- Recruit volunteers to assist in participation including service groups, youth, municipalities, outdoor groups, etc.
- 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
- Use REAL DEAL store as source of materials, clients, etc.

### **Time requirements**

- 5-10 hours per month
- Year Round

### **Skills and qualifications**

- Good organization skills,
- Artistic, knowledge of various craft techniques: blacksmithing, carpentry, rope maker, etc.
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

### **Benefits**

- Divert waste from landfill
- Bring back to life cast off items
- Potential Revenue source



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- 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

### **Orientation and training**

Provided by Real Deal program manager 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 completed by RD manager

### **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 Real Deal program manager

### **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: