



REAL Volunteer Job Description

REAL Project Lead

Rideau Re-uses Co-ordinator

Purpose of the role

- To update, deliver and co-ordinate the Rideau Re-uses program

Location

- In the REAL Region or home based

Duties and responsibilities include:

- Update the web page for Rideau.Reuses.com
- Advertise and promote the program in similar web sites, to local businesses, individuals and governments
- Update information in web page to reflect new recycling/reusing links, new businesses/non-profits offering reuse services
- Input items (from REAL DEAL and other sources) for sale/free on page
- Seek out items to be included on page from local vendors
- Compose and include news and information items
- Develop Business/Organization Pride Program

Time requirements

- 5-10 hours per month as needed
- Year Round

Skills and qualifications

- Excellent computer and web skills
- 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
- Improved computer and 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 program manager, 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 program manager 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: