



REAL Volunteer Job Description

Project Assistant

REAL DEAL Sorter and Pricer - Smalls

Purpose of the role

- To appropriately place and price items for sale at the REAL DEAL Store
- To assess suitability of items for sale at the store

Location

- At the REAL DEAL store, Smiths Falls

Duties and responsibilities

- Sort through, clean and sort house wares, books and other small items
- Assess the suitability of items for sale at the store and price accordingly
- Place items in appropriate locations on floor for sale
- Help customers find items as required

Time requirements

- Minimum two hours per shift
- Minimum one shift per month
- Thursdays to Saturdays, 10:00 a.m. to 4:00 p.m. year round

Skills and qualifications

- Ability to work with the public and to meet and greet newcomers (customer service experience)
- Desire to help
- Knowledge of REAL, its objectives and projects

Benefits

- Volunteer will gain retail experience
- Meet new people
- Offer information to public re: environmental projects and practices
- Learn about environmental projects and practices

Orientation and training

Provided by REAL DEAL store manager, and/or volunteer co-ordinator

- 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)
- 1 personal reference/recommendation check completed



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Supervision

- Takes direction from and reports REAL DEAL store manager

Safety Considerations/Precautions

- Safe lifting and moving of goods
- 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: