



REAL Volunteer Job Description

Project Assistant REAL Archivist

Purpose of the role

- To collect and store archives related to REAL's events, activities, announcements, programs etc.

Location

- In the REAL Environment Centre, Smiths Falls

Duties and responsibilities include:

- Collect newspaper clippings, photographs, newsletters, media releases etc applicable for all REAL activities and events
- Store archives in a secure location, accessible as required
- Record all archives in electronic or hard data base for easy retrieval and update

Time requirements

- 3-5 hours per month
- Year round

Skills and qualifications

- Access to local newspapers
- Involvement/knowledge of various aspects of REAL
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Participate in delivery of REAL's mandate/vision
- 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: environmental issues

Orientation and training

Provided by program manager, board designee and/or volunteer co-ordinator

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures
- Guidance on types of information to retrieve and store

Level of Screening Required



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- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed

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: