



## REAL Volunteer Job Description

# Project Assistant REAL DEAL Driver

### **Purpose of the role**

- To transport discarded and unwanted items to appropriate depots

### **Location**

- At the REAL DEAL store, Smiths Falls and surrounding landfills, scrap metal sites, recycling depots

### **Duties and responsibilities**

- As needed, transport scrap metal, non-sellable items, inappropriate items to appropriate locations
- Drive own vehicle, with trailer, to waste depot sites

### **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**

- Valid driver's license and vehicle insurance
- Possess reliable vehicle
- Ability to drive vehicle with trailer

### **Benefits**

- Awareness of recyclability of items
- Proper disposal (landfill avoidance) and recycling, reuse of waste
- Be part of environmental movement

### **Orientation and training**

Provided by REAL DEAL store manager, and/or volunteer co-ordinator and/or other volunteer experienced with the task

- 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
- Criminal Record Check



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### **Supervision**

- Takes direction from and reports to project leader (REAL DEAL store manager)

### **Evaluation**

- Removal of items not suitable for sale to proper waste/recycling depot sites on monthly basis

### **Safety Considerations/Precautions**

- Safe driving

Date description developed: December 2009

Date reviewed/revised: