



REAL Volunteer Job Description

Project Assistant

REAL DEAL Environmental Promoter

Purpose of the role

- To promote REAL and its various programs and projects
- To promote an environmental ethic to visitors at the REAL DEAL store

Location

- At the REAL DEAL store, Smiths Falls

Duties and responsibilities

- Stock displays and shelves with environmental information and messages
- Answer environmental questions visitors may have
- Promote the sale of environmental products such as rain barrels, compost
- Promote environmental services and products such as Well Aware, Kill a Watt meter use, etc.

Time requirements

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

Skills and qualifications

- Knowledge of environmental issues
- Knowledge of REAL's programs and products, mission and vision
- Good interpersonal skills
- Desire to help promote environmental programs, projects

Benefits

- Learn about REAL's environmental programs, projects and products
- Meet new people
- Offer information to public re: environmental projects and practices
- Be part of environmental movement

Orientation and training Provided by REAL DEAL store manager, project leader, 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



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Supervision

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