



REAL Volunteer Job Description

Project Assistant REAL Events Supporter**

Purpose of the role

- To assist with the delivery of REAL events, projects

Location

- Throughout REAL Region

Duties and responsibilities may include:

- Communicate REAL's projects and programs to public
- Ticket seller/taker at applicable events
- Work cash at events
- Set up tables and chairs
- Serve food and drinks and clean up
- Other duties as needed to deliver an event

Time requirements

- 3-5 hours per month (as needed)
- Year round, focus on spring, summer, fall

Skills and qualifications

- Enjoy meeting and talking with public
- Knowledge of REAL's environmental programs, projects, language and local issues
- Excellent interpersonal skills
- Desire to assist in event delivery
- Organization and serving skills
- Ability to make change at cash

Benefits

- Meet new people, participate in a community event, opportunity to experience event
- Develop new contacts
- Enables REAL to improve its community profile/niche
- Enables for education of the general public re: environmental issues

Orientation and training

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

- Familiarization of REAL, policies, programs and procedures



REAL Volunteer Job Description

- Training on volunteer policies and procedures
- On the job training given by supervisor

Level of Screening Required

- 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 project co-ordinator

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:

** Event supporters are needed throughout the year on a per event basis. If you are interested in assisting in this way, please contact the Volunteer Co-ordinator and we will put you in a “pool” of people ready to assist with events as they come up.