



REAL Volunteer Job Description

Project Assistant

REAL Graphics Designer

Purpose of the role

- To design, produce graphics for REAL projects and programs in a timely manner

Location

- REAL Environment Centre, Smiths Falls or home based

Duties and responsibilities

- Design, collate graphics for the production of visual, stand up displays
- Design, produce graphics for business cards, posters, brochures, advertisements, etc. for the promotion of REAL programs, projects and relevant issues

Time requirements

- 3-5 hours per month as needed
- Year round

Skills and qualifications

- Excellent communication skills, verbal and written
- Excellent graphics skills, creativity
- Knowledge of environmental programs, projects, language and local issues
- Computer literate in internet, Microsoft word, graphics and publishing software, etc
- Familiarity with local printing, publishing processes

Benefits

- Volunteer will help make REAL known to larger community
- Develop new graphic abilities
- Enables REAL to improve 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

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 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: