



REAL Volunteer Job Description

Project Assistant

REAL Land Use/Planning Advisor

Purpose of the role

- To monitor land use changes throughout region
- To provide advice on land use changes from a planning perspective to REAL

Location

- In the REAL Region

Duties and responsibilities include:

- Monitor local newspapers, municipal web pages, etc for changes to land use as they pertain to REAL's interests and objectives
- Attend municipal council, planning and other meetings to attain information on proposed land use changes relating to REAL's objectives
- Represent REAL at municipal open houses, council and planning meetings to relay REAL's positions and objectives as they relate to local planning
- Provide professional opinion, advice in public forums on behalf of REAL as appropriate

Time requirements

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

Skills and qualifications

- Recognized expertise in land use planning as relevant to REAL's objectives
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Exposure within community relating to environmental and planning issues
- Protection of the region's environmentally sensitive lands
- Increased communication skills
- 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 or board designee

- Familiarization of past and present REAL projects
- 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)
- 2 personal reference/recommendation checks completed
- Criminal Records Check may be required

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: