



REAL Volunteer Job Description

Project Assistant

REAL Naturalist

Purpose of the role

- To expand REAL's knowledge of the ecology of the region
- To educate other audiences on the ecology of the region

Location

- In the REAL Region

Duties and responsibilities include:

- Undertake research, perform assessments and inventories and report on the local ecology and features of it relating to REAL's objectives
- Prepare reports, displays, position papers, brochures on aspects of local ecology relating to REAL's objectives as appropriate
- Represent REAL at seminars, workshops, information sessions relating to REAL's interests and objectives as they relate to local ecology
- Give talks, provide professional opinion, advice in public forums on behalf of REAL as appropriate

Time requirements

- 5-10 hours per month as needed
- Year round

Skills and qualifications

- Recognized expertise in ecology as relevant to REAL's objectives
- Ability to relate complex concepts in simplified ways
- 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 issues
- Increased communication skills
- Increased knowledge of local ecology
- 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 president or volunteer co-ordinator

- 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

Supervision

- Takes direction from and reports to program 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: