



REAL Volunteer Job Description

Project Assistant

REAL Newsletter Designer/Editor

Purpose of the role

- To design, write, desk top publish, produce, distribute REAL's quarterly newsletter

Location

- REAL Environment Centre, Smiths Falls or home based

Duties and responsibilities

- Seek out and prepare articles for newsletter
- Desk top publish, format including adding pictures, notices of special events, programs etc of quarterly newsletter
- Publish e newsletter and printed newsletter

Time requirements

- 5-10 hours per month
- Year round

Skills and qualifications

- Excellent communication skills, verbal and written
- Able to desk top publish
- Knowledge of environmental programs, projects, language and local issues
- Computer literate in internet, Microsoft word, Adobe, publishing software

Benefits

- Volunteer will help make REAL known to larger community
- Develop new computer and communication skills
- 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 or board designee 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
- 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: