



## REAL Volunteer Job Description

# **REAL Project Co-ordinator**

## ***Climate Change Co-ordinator***

### **Purpose of the role**

- To promote the participation in actions designed to reduce the impacts of Climate Change
- To educate the public re: impacts of and mitigations for Climate Change

### **Location**

- In the REAL Region

### **Duties and responsibilities include:**

- Promote actions, programs that reduce climate change impacts such as Idle Free, Laundry Lines, Kill a Watt, etc
- Recruit volunteers to assist in delivery of programs geared to climate change education and participation, includes service groups, youth, municipalities, outdoor groups, etc.
- Advertise/promote the program in web sites, local media, businesses and governments in the REAL community
- Compose and distribute news and information items promoting the program
- Initiate, organize and deliver program within communities

### **Time requirements**

- 5-10 hours per month
- Year Round

### **Skills and qualifications**

- Good organization skills,
- Knowledge of Climate Change, its causes, impacts and actions to minimize
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

### **Benefits**

- Increase awareness of climate change and its implications
- Improved communication skills
- Increased organization skills
- Enables REAL to improve its efficacy in delivering its mandate
- Enables REAL to improve/expand its community profile/niche



## REAL Volunteer Job Description

- Enables for education of the general public re: the importance of their involvement

### **Orientation and training**

Provided board designee and 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
- Criminal Records Check may be required

### **Supervision**

- Takes direction from and reports to board designee

### **Safety Considerations/Precautions**

- Criminal Records Check may be required

Date description developed: March 2010  
Date reviewed/revised: