



REAL Volunteer Job Description

REAL Project Co-ordinator

Shoreline Clean Up Co-ordinator

Purpose of the role

- To locate, plan, organize and deliver the annual Shoreline Clean Up Program

Location

- In the REAL Region

Duties and responsibilities include:

- Identify potential sites for shoreline clean up
- Recruit volunteers to assist including service groups, youth, municipalities, outdoor groups, etc.
- Advertise/promote the program in web sites, local media, businesses and governments in the REAL community
- Organize and acquire all equipment and materials needed to plan and deliver day
- Secure means to dispose of collected waste
- Arrange for and ensure safety of volunteers, including providing refreshments
- Compose and distribute news and information items promoting the program

Time requirements

- 20-40 hours per event
- Fall and/or Spring

Skills and qualifications

- Good organization skills,
- Excellent communication skills, verbal and written
- Excellent interpersonal skills
- Knowledge of REAL's environmental programs, projects, events, language and local issues

Benefits

- Improved water quality of local waterways
- Improved wildlife habitat
- 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



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

Orientation and training

Provided by board designee and/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
- Criminal Records Check may be required

Supervision

- Takes direction from and reports to 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: