



REAL Volunteer Job Description

Project Assistant REAL Promotions Distributor

Purpose of the role

- To distribute REAL materials throughout the community

Location

- Throughout the REAL Community

Duties and responsibilities

- Distribute brochures, notices, newsletters and other materials to libraries, municipal offices, stores and other locations to advertise REAL's activities
- Distribute promotional items to other communities throughout the region
- To remit mileage for pre-approved compensation at going rate of payment

Time requirements

- 2-3 hours per month
- Year round

Skills and qualifications

- Valid drivers license and own car
- Willingness to drive throughout REAL community

Benefits

- Volunteer will expand awareness of REAL and its activities
- Meet new people interested in environmental protection
- Enables REAL to improve its community profile/niche
- Enables for education of the general public re: environmental activities and opportunities

Orientation and training

Provided by program manager or president

- 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



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Supervision

- Takes direction from and reports to program manager or board designee

Safety Considerations/Precautions

- Safe driving in all driving conditions
- 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: