



## REAL Volunteer Job Description

# Project Assistant REAL Writer

### **Purpose of the role**

- To educate REAL and other audiences on particular issues/aspects of the local environment
- To prepare messages for release on issues affecting REAL and its mandate

### **Location**

- In the REAL Region

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

- Undertake research and report on particular issues relevant to REAL's objectives
- Prepare reports, position papers, on relevant topics related to REAL's objectives
- Prepare newsletters, newspaper articles, columns, press releases on issues relevant to REAL's objectives

### **Time requirements**

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

### **Skills and qualifications**

- Experience in writing reports, newspaper articles, newsletters, etc.
- 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
- Enables REAL to improve its efficacy in delivering its mandate and message
- Enables REAL to improve/expand its community profile/niche
- Enables for education of the general public re: environmental issues



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### **Orientation and training**

Provided by board designee or program manager

- 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

### **Supervision**

- Takes direction from and reports to board designee or 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: