

VOLUNTEER PROGRAM:

NATURAL RESOURCES

POSITION TITLE:

Native Plant Nursery Lead Volunteer

COMMITMENT:

Seasonal/(April-November)

LOCATION:

Native Plant Nursery, West Chicago IL

APPLICATION DEADLINE:

None

MINIMUM AGE:

18



DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff with the care and maintenance of the Native Plant Nursery. Lead volunteers will supervise and utilize volunteers to weed or water plant beds, install plugs, monitor and inventory plants, collect and clean seed, keep records, develop appropriate signs or educational programs, and maintain walkways. Volunteers are encouraged to take part in all aspects of Nursery operations (seed collecting, weeding certain beds, sign making, etc.) Open communication is encouraged and initiating special projects are encouraged, subject to approval by the Stewardship Program Coordinator.

All Nursery volunteers use hand tools (spades, trowels, wheelbarrows, etc.) in their work. NR staff or Nursery stewards are available to train volunteers and are available to answer questions.

The amount and type of work in the Nursery varies from day to day and year to year, depending on weather conditions. The two busiest times are late spring/early summer, when weeding and planting take place, and late summer/early fall, when native plant seeds ripen and must be collected.

Duties may vary at the discretion of the District staff. The volunteer will sometimes interact with the public and respond to questions and requests for information. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff in maintaining the nursery beds by weeding, planting, mulching, seeding, brush cutting and other common gardening tasks (April-November). Volunteers spend most of their time weeding in the early summer and collecting seed in the late summer and fall.
- Records accurate volunteer hours monthly on Volgistics for the government accounting standards report.
- Assists staff in leading volunteer work groups.
- Assists staff in ensuring the comfort and safety of all visitors, while promoting safety procedures.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge is provided at mandatory trainings and orientations. Additional skills needed are: ability to interact positively with the public and staff, effective communication skills, ability to interpret and apply written and verbal instructions, willingness to learn from staff and accept feedback.

- Attend a volunteer restoration workday for experience and hands-on training.
- Interest and some skill in working with live plants
- Knowledge of native plant species identification and horticultural practices is beneficial. Staff and/or volunteer steward will provide training.
- Able to work up to three hours at a time weeding on knees and use small hand tools. Capable of working outdoors for up to three hours at a time in various weather conditions.
- Attendance at trainings and understanding of and compliance with District safety standards.
- At least 18 years old.
- Commit to one growing season (April-November).
- Complete District volunteer application packet, including waiver and consent for criminal background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the duties of the volunteer position.

The volunteer is regularly asked to sit, stand, and walk. The volunteer may be asked to balance or stoop, kneel or crouch. The volunteer may be asked to lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. The volunteer will use hands to feel, finger or handle; reach with hands and arms.

VOLUNTEER ENVIRONMENT

The volunteer environment characteristics described here are representative of those a volunteer encounters while performing the duties of the volunteer position.

The volunteer is regularly exposed to outside weather conditions. There may be uneven or rough terrain. The volunteer is occasionally exposed to fumes or airborne particles, including allergens. The volunteer is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The volunteer may perform duties in dim or low light.

PROVISIONS

This is an unpaid volunteer position, which exists to assist staff and to provide supplemental support for the District's programs. This position is undertaken freely on the part of the volunteer with no payment or expectation of payment of salaries, wages, compensation or other types of benefits. The District may from time to time alter or terminate volunteer positions and programs. Volunteer status may be changed or discontinued by the District at any time and for any reason, including a volunteer's failure to comply with District ordinances, policies and direction governing conduct in the performance of volunteer duties in the field or on District premises.

PURPOSE

The purpose of Volunteer Services Program at the Forest Preserve District of DuPage County is to engage volunteers who are willing to donate their time, talents and resources to support the programs and staff in carrying out the mission, purpose, and guiding principles of the Forest Preserve District of DuPage County and the volunteer programs.

FOREST PRESERVE DISTRICT OF DUPAGE COUNTY MISSION

As mandated by the Illinois Downstate Forest Preserve Act, our mission is "to acquire and hold lands containing forests, prairies, wetlands, and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna and scenic beauty for the education, pleasure and recreation of its citizens."

PURPOSE

To acquire, preserve, protect and restore the natural resources in DuPage County while providing opportunities for people to connect with nature.

GUIDING PRINCIPLES

Stewardship, Sustainability, Community Engagement, Innovation, Empowerment, and Diversity & Inclusion.
Visit dupageforest.org to learn more.

For more information contact the Volunteer Services Department at (630) 933-7233 M-F 8 a.m.-4:30 p.m.