



VOLUNTEER PROGRAM: FULLERSBURG WOODS
POSITION TITLE: Site Assistant
COMMITMENT: Flexible, Year-round (20 hrs/yr)
LOCATION: Fullersburg Woods, Oak Brook IL
APPLICATION DEADLINE: None
MINIMUM AGE: 16

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff in promoting and presenting cultural or natural resource interpretive/educational programs for the public at Fullersburg Woods and public facilities. The volunteer will frequently interact with the public and respond to questions and requests for information. Duties may vary at the discretion of the District staff. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff with the development, preparation, maintenance and implementation of educational programs and displays using a variety of mediums to educate the public.
- Walk trails to take photos and make observations for staff to use for social media.
- Scan documents and photos for digital storage.
- Enter data into computer system for record keeping.
- Greet and share historical information about Fullersburg Woods with visitors.
- Answer questions from the public.
- Keep general records.
- Assist with special events.
- Perform other duties as assigned.

SAFETY GUIDELINES

Safety guidelines must be followed by volunteers and will be communicated by staff. These may include volunteers wearing masks, wearing gloves, social distancing, and assisting with sanitizing supplies and equipment. Additional safety guidelines may be added for the safety of volunteers, staff, and the public.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge is provided at mandatory trainings and orientations. Interest in learning about the site. Interest in interacting with youth and families. 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.

PHYSICAL DEMANDS

The physical demands described here are representative of what we ask volunteers to perform if able. While volunteering, the volunteer is regularly required to stand; walk; use hands to feel, finger or handle; reach with hands and arms; talk and hear. The volunteer is frequently required to climb, balance or stoop; kneel, crouch or crawl. The volunteer is occasionally required to sit. The volunteer must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

VOLUNTEER ENVIRONMENT

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

While performing the duties of this volunteer position, the volunteer is regularly exposed to outside weather conditions. The volunteer is frequently exposed to all kinds of weather including, hot, humid, cold, wet or windy conditions. The noise level in the work environment is usually moderate. The volunteer occasionally performs duties in dim or low light.

PROVISIONS

The physical demands described here are representative of what we ask volunteers to perform if able. 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.