

VOLUNTEER PROGRAM: **FULLERSBURG CAMPUS (GRAUE MILL)**

POSITION TITLE: **Special Projects Assistant**
COMMITMENT: **Flexible (at least 3 projects per year)**
LOCATION: **Graue Mill and Museum, Oak Brook IL**
APPLICATION DEADLINE: **November 1**
MINIMUM AGE: **18**

DISTINGUISHING FEATURES OF THE POSITION

This volunteer position involves assisting staff with special projects behind the scenes at the Graue Mill and Museum and Fullersburg Woods Campus. This is a flexible volunteer position where volunteers are called upon on an as-needed basis usually via email and respond if available. There may be situations and tasks where the volunteer is interacting with the public and responding to questions and requests for information. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff with office-type projects, such as filing, mailings, labeling and coordinating information & brochures in envelopes, and organization.
- Assist with administrative projects.
- Inventory supplies.
- Occasionally distribute brochures and information at events throughout the District.
- Assist in the Graue Mill and Museum store.
- Assist in maintaining the appearance of the Graue Mill and Museum.
- Assist with special events related to Graue Mill and Museum, Fullersburg Woods Campus, and the Forest Preserve District of DuPage County.
- 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 and 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 and directions are provided on site and at trainings and orientations. Skills needed are: Eye-hand coordination, organizational skills, ability to deal effectively with the public and staff; effective communication skills; interpretation and application of 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 sit; use hands to feel, finger or handle; reach with hands and arms; talk or hear. The volunteer is occasionally required to stand and walk. The volunteer must occasionally lift and/or move up to 20 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. Most of the time, this position takes place indoors and performs duties in well-lighted spaces. While performing the duties of this volunteer position, the volunteer is occasionally exposed to outside weather conditions, fumes, and 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 occasionally performs 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 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 at any time and for any reason, including a volunteer's failure to comply with District's 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 program.

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.