



VOLUNTEER PROGRAM: **NATURAL RESOURCES**

POSITION TITLE: **Danada Garden Volunteer**
COMMITMENT: **Seasonal/ (April-October, 6+ hrs./month)**
LOCATION: **Danada Forest Preserve, Wheaton IL**
APPLICATION DEADLINE: **None**
MINIMUM AGE: **18**

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff with the care and maintenance of the plant gardens located near the Danada House. Duties may vary at the discretion of the District staff. The volunteer may weed or water plant beds, install plugs, keep records, and do general upkeep. The volunteer work will take place during normal garden staff working hours (Monday-Friday 7am-3pm). After an initial training period, the work schedule can be flexible and if desired could include evening or occasional weekend hours. The volunteer will sometimes interact with the public and respond to questions and requests for information. Direction and training is provided from staff.

Volunteer will use hand tools (spades, trowels, wheelbarrows, etc.) in their work. This position may also require driving a motorized Utility Task Vehicle like a Kubota. District staff will be available to train volunteers and answer questions.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff in maintaining the plant gardens by weeding, planting, mulching, brush cutting and other common gardening tasks.
- Greet and share information about DuPage forest preserves with visitors.
- Record accurate volunteer hours monthly on Volgistics for the government accounting standards report.
- Work in cooperation with NR and Danada staff.
- 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 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.

- Interest and some skill in working with live plants
- Knowledge of native plant species identification and horticultural practices is beneficial. Staff 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.
- Commit to one growing season (April-October).
- Complete District volunteer application packet, including waiver and consent for criminal background check.

PHYSICAL DEMANDS

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

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.