

## **VOLUNTEER PROGRAM:**

## **SPECIAL SERVICES**

### **POSITION TITLE:**

Special Projects Assistant

### **COMMITMENT:**

Flexible (2+ projects)

### **LOCATION:**

District Headquarters Building & Project sites

### **APPLICATION DEADLINE:**

None

### **MINIMUM AGE:**

16



## **DISTINGUISHING FEATURES OF THE POSITION**

This volunteer position involves performing a variety of clerical duties, including assisting with mailings, labeling, filing, taking inventory of supplies. Volunteers may also be asked to assist staff with miscellaneous special projects throughout the district. This is a flexible volunteer position where volunteers are called upon and respond on an as-needed basis. 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 with special projects at various preserves and locations throughout the District.
- Assist with mailings, labeling, coordinating information & brochures in envelopes, and other office-type duties.
- Inventory supplies.
- Occasionally distribute brochures and information at events throughout the District.
- Record volunteer hours on Volgistics.
- Perform other duties as assigned.

## **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 those that must be met by a volunteer to successfully perform the duties of the volunteer position. 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. The majority of time, this position takes place indoors. 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'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](http://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.