



VOLUNTEER PROGRAM:

VISITOR ENGAGEMENT

VOLUNTEER POSITION TITLE:

Interpreter Outreach Assistant

COMMITMENT:

Flexible (8 hrs/yr)

LOCATION:

DuPage Forest Preserves, Educational Sites & Others.

APPLICATION DEADLINE:

None

MINIMUM AGE:

16

DISTINGUISHING FEATURES OF THE POSITION

The Forest Preserve District of DuPage County participates in multiple outreach events in annually. Volunteering involves attending outreach and community events, tabling booths, networking meetings and more to help connect the community with DuPage County Forest Preserves for both public and school-group outreach purposes. This includes providing and presenting natural resource interpretive/educational programs for the public at offsite public facilities or schools. Frequently interacts with the public and responds to questions and requests for information. Duties may vary at the discretion of District staff. Direction and training is provided by staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff with community and school outreach events.
- Assist staff with the preparation, maintenance and implementation of educational programs and displays using a variety of mediums to education the public.
- Greet and share information about DuPage County Forest Preserves, it's facilities & the programs offered.
- May include assisting with the organization, inventory and up keep of outreach materials such as loan boxes and other educational displays.
- Answer questions from the public.
- Keep general records.
- Record volunteer hours on Volgistics.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge provided at mandatory training/orientation. Interest in learning about the District and conservation initiatives. Skill in effectively interacting with youth, families and full-time/seasonal staff; communicating effectively with adults and children; interpreting and applying written and verbal instructions, willingness to learn from staff and accept feedback.

PHYSICAL DEMANDS

The physical demands described here are representative of those that we ask volunteers to perform in this volunteer position if able.

While volunteering, the volunteer is regularly required to stand; walk; use hands to feel, handle; reach with hands and arms; talk or hear. The volunteer is sometimes required to stand, balance or stoop, or kneel. The volunteer is occasionally required to sit and must be able to talk for long periods. 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 must be able to provide their own transportation to and from event/program locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

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 may be exposed to outside weather conditions (rain, wind, cold, heat, etc.) and airborne particles, including allergens. The noise level in the work environment is usually moderate to loud. The volunteer occasionally performs duties in dim or low light.

PROVISIONS

This is an unpaid volunteer position is designed 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.

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FOREST PRESERVE DISTRICT OF DUPAGE COUNTY REVISION DATE: 4/27/2021