



<u>VOLUNTEER PROGRAM:</u>	KLINE CREEK FARM
<u>POSITION TITLE:</u>	Visitor Center Attendant
<u>COMMITMENT:</u>	Monthly (8 hrs/month)
<u>LOCATION:</u>	Kline Creek Farm, West Chicago IL
<u>APPLICATION DEADLINE:</u>	None
<u>MINIMUM AGE:</u>	18

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff in welcoming visitors to Kline Creek Farm and assisting in the gift shop. Volunteers in the Visitor Center do not need to wear historical costumes of the 1890's while performing their duties. Note that the majority of volunteers wear historical costumes of the 1890's while performing their duties. Duties may vary at the discretion of the District staff. The volunteer will interact with the public and respond to questions and requests for information. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Greet and assist facility visitors. Answer questions from facility visitors.
- Assist staff in the gift shop including handling sales regarding all transaction types (cash, credit card, & checks). Stock honey, sarsaparilla, and candy for sale.
- Perform minor cleaning duties not covered by the District's cleaning contract.
- 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 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.

PHYSICAL DEMANDS

The physical demands described here are representative of what we ask volunteers to perform if able. The volunteer is required to sit, stand, talk and hear. While volunteering, the volunteer is occasionally required to walk; use hands to feel, finger or handle; reach with hands and arms. The volunteer occasionally must lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance 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 volunteer is frequently exposed to airborne particles, including allergens. The volunteer is occasionally exposed to hot, cold, wet and/or humid conditions. The noise level in the work environment is usually moderate.

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.