



VOLUNTEER PROGRAM: **VISITOR ENGAGEMENT**

POSITION TITLE: **Interpreter Summer Camp Assistant**
COMMITMENT: **Minimum one full week of camp (25 hrs/week)**
 and can choose to volunteer for multiple weeks
LOCATION: **DuPage County Forest Preserves and Educational Sites**
APPLICATION DEADLINE: **None**
MINIMUM AGE: **16**

DISTINGUISHING FEATURES OF THE POSITION

The Forest Preserve District of DuPage County provides children’s camp programs each summer. Volunteering involves assisting staff, providing supervision and educational activity support for a rich variety of camp programs for children entering K – 8th grade. Camps typically run 5 days in length, Monday – Friday in the mornings. 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

- Review Camp Volunteer Guidelines and complete Camp Volunteer training.
- Follow sign in or sign out procedures as instructed and supervise campers registered for before camp play or supervised lunch when applicable.
- In cooperation with staff, assist campers with educational activities (art or science projects, games) or small group activities in conjunction with camp programs.
- Assist staff to keep campers accounted for and to maintain campers’ comfort and safety.
- Assist in set-up or clean-up of camp activity areas as instructed by staff or lead camp counselor.
- Visibly wear volunteer picture identification and volunteer shirt when on Forest Preserve District property.
- Provide staff with feedback during camp program evaluation and review cycle.
- Keep general records.
- Record volunteer hours on Volgistics.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge provided at mandatory training/orientation. Skills in: interacting effectively with children and full-time/seasonal staff; communicating effectively with adults and children; interpreting and applying written and verbal instructions.

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, finger or handle; reach with hands and arms; talk or hear. The volunteer is sometimes required to climb, balance or stoop, kneel, crouch or crawl. The volunteer is occasionally required to sit. 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 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 is 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.