



VOLUNTEER PROGRAM: **MAYSLAKE**
POSITION TITLE: **Caretaker**
COMMITMENT: **Flexible (6 hrs/month)**
LOCATION: **Mayslake Peabody Estate, Oak Brook IL**
APPLICATION DEADLINE: **None**
MINIMUM AGE: **18**

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff in cleaning and performing minor maintenance/repairs of Mayslake Peabody Estate using proper methods, materials and equipment. Volunteer may occasionally interact with the public, and respond to questions and requests for information. Duties may vary at the discretion of the District staff. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff with removal of debris, ice, and snow from entry areas and sidewalks. Sweep and clean porches and entryways to buildings. De-litter grounds around buildings. Perform grounds maintenance activities.
- Assist with regular chores around the mansion - wash windows; change light bulbs; empty waste cans; polish furniture; dust woodwork, furniture, shelving, etc.; hang pictures; repair office furniture; clean sink-traps; sweep, scrub and wax floors.
- Assist with work orders. Help maintain inventory of custodial, meeting, and miscellaneous supplies.
- Help prepare rooms for meetings according to event plans. Help move office and building furniture and equipment. Clear and clean tables and counters.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge is provided at mandatory trainings and orientations. Skills include performing routine cleaning and maintenance tasks. 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 those that must be met by a volunteer to successfully perform the duties of the volunteer position.

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 25 pounds, occasionally lift and/or move up to 50 pounds. The volunteer will use hands to feel, finger or handle; reach with hands and arms.

Mayslake Peabody Estate is a multi-level historic building and includes a full flight of stairs, without an elevator. Many of the historic areas are not wheelchair accessible.

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 may be working indoors or outdoors. The volunteer is occasionally exposed to fumes or airborne particles, including allergens. Outdoor duties may be performed in all kinds of weather including, hot, humid, cold, wet or windy conditions. The noise level in the work environment is usually low to moderate. The volunteer may sometimes 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.