



VOLUNTEER PROGRAM: **MAYSLAKE**

POSITION TITLE: **Program Assistant**

COMMITMENT: **Flexible (12 hrs/yr)**

LOCATION: **Mayslake Peabody Estate, Oak Brook IL**

APPLICATION DEADLINE: **None**

MINIMUM AGE: **18**

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff in promoting and presenting cultural or natural resource interpretive/educational programs for the public at Mayslake Peabody Estate and representing Mayslake at various District programs and facilities. Duties may vary at the discretion of the District staff. The volunteer may occasionally 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

- Assist staff with interpretation of educational displays to educate the public.
- Greet and assist facility visitors. Answer general questions.
- Assist staff in selling tickets and concessions at special events.
- Assist staff in the Gift Shop.
- Assist with special projects.
- Assist staff in ensuring the comfort and safety of all visitors, while promoting safety procedures.
- Perform other duties as assigned.

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 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 10 pounds, occasionally lift and/or move up to 25 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 performing duties indoors or outdoors in humid and hot or cold and windy conditions. The volunteer is occasionally exposed to fumes or airborne particles, including allergens. The noise level in the work environment is usually 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.