

**VOLUNTEER PROGRAM:**            **NATURAL RESOURCES**



**POSITION TITLE:**                    **Rare Plant Monitor**  
**COMMITMENT:**                    **Seasonal/ (Minimum 2 visits/growing season)**  
**LOCATION:**                            **Districtwide-Assigned site**  
**APPLICATION DEADLINE:**        **March 1**  
**MINIMUM AGE:**                    **21**

**DISTINGUISHING FEATURES OF THE POSITION**

The rare plant monitoring program designed to gather standardized, regional monitoring data over time to learn population trends in relation to management practices. This long-term project is part of the Chicago Wilderness Biodiversity Recovery Plan goal to assess research & protect and recover the region’s rare plants. Chicago Botanic Garden coordinates the Plants of Concern program and provides training to volunteers. Partnerships have been established with local, state, federal and non-profit agencies to facilitate the program.

This is a flexible program, conducted during normal hours of operation (one hour after sunrise to one hour after sunset). Monitors must call the Stewardship Program Coordinator before completing training to ensure there are openings and to discuss placement.

This position involves assisting staff with the assessment and inventory of rare plants in District owned natural areas, recording and turning in data in a timely manner and recording volunteer hours. Duties may vary at the discretion of the District staff. The volunteer will sometimes 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**

- Assists staff with the assessment and inventory rare plants in district owned properties.
- Monitors assigned plant populations using appropriate techniques. Visits plant population(s) twice during the specified monitoring time for that species.
- Completes plant monitoring forms accurately and submit to Stewardship Program Coordinator and the Chicago Botanic Garden coordinator within 2 weeks of data collection.
- Contacts the Stewardship program Coordinator if a plant population is immediately threatened as soon as possible.
- One on-site meeting with a staff member maybe required to identify the population location.
- Attends and acquires pertinent information from District workshops, meetings or training sessions.
- Acknowledges all verbal and written updates from NR staff & Stewardship Program Coordinator.
- Accurately completes required District forms and turns in data in a timely manner.
- Records accurate volunteer hours monthly on Volgistics for the government accounting standards report.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

Required knowledge is provided at mandatory trainings and orientations to include record keeping and identification of rare plants. 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.

- Interest in preserving natural areas and local flora conservation.
- Skilled at identifying local flora, both native and non-native.
- Active volunteer for at least one year (minimum of 36 hour contribution to the NR Volunteer Program). Stewardship Program Coordinator may make an exception for a very qualified candidate.
- At least 21 years old.
- Complete Plants of Concern program training session to learn monitoring protocol and other requirements.
- Independent and self-motivated.

- Able to work outdoors and follow detailed monitoring protocol.
- Adheres to District's ordinances, safety guidelines, as well as regulations about confidentiality for endangered threatened, or other rare plant and wildlife species.
- Complete District volunteer application packet, including waiver and consent for criminal background check.

**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 required to stand; walk; use hands to feel, finger or handle; reach with hands and arms; talk or hear. The volunteer is frequently required to climb, balance or stoop; kneel, and crouch. 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.

The volunteer is regularly exposed to outside weather conditions. There may be uneven or rough terrain. The volunteer is occasionally exposed to fumes or airborne particles, including allergens. The volunteer is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The volunteer may 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](http://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.