



## **VOLUNTEER PROGRAM:**

## **NATURAL RESOURCES**

### **POSITION TITLE:**

**Restoration Workday Volunteer**

### **COMMITMENT:**

**Flexible/Participate as schedule allows**

### **LOCATION:**

**District-wide**

### **APPLICATION DEADLINE:**

**None**

### **MINIMUM AGE:**

**18, or 8-17 with an adult**

## **DISTINGUISHING FEATURES OF THE POSITION**

This position involves assisting with accomplishing the restoration goals for an ecologically valuable natural area. From late fall to early spring, volunteers selectively remove invasive species or plant native seed to increase diversity in degraded areas or where invasive plants have been removed. In spring, summer and fall, volunteers collect seed from native plants.

Workdays are held year-round and are supervised by a volunteer steward and/or District employee. Workdays typically last two to three hours, depending on the day's task(s), and begin with an education/training session. Duties may vary at the discretion of the District staff.

Many individuals choose to begin their involvement in the Natural Resources (NR) program through this position. This volunteer position does not require a volunteer application if you want to participate in workdays for a limited timeframe (such as, fulfilling hours for scout conservation, employee volunteer service, or course extra credit requirements). Volunteers that participate in more than two workdays are encouraged to complete a District volunteer application and asked to contribute at least three hours to remain on the active volunteer list.

Individuals are required to pre-register at least five days in advance of a workday. Volunteers should wear appropriate clothing for the weather. Long pants, a long-sleeved shirt, and sturdy shoes are required.

Occasionally, workday participants consist of youth groups, civic organizations, corporations, or prospective Eagle Scouts. At times, these groups may also become involved in special projects. Groups of five or more are required to pre-register 10 days in advance.

## **PRIMARY VOLUNTEER DUTIES TO BE PERFORMED**

- Restore preserve natural areas by removing invasive plants, collecting and/or spreading seeds and occasionally planting.
- Arrive on time and works outdoors up to three hours in various weather conditions. Uses various hand tools (bow saws, loppers, clippers) to cut and remove plant material.
- Record accurate volunteer hours in Volgistics for government accounting standards report (required for active volunteers only).
- Work in cooperation with staff and other volunteers.
- Perform other duties as agreed upon and assigned.

## **REQUIRED KNOWLEDGE AND SKILLS**

- Interest in natural area conservation and restoration.
- Ability to interact positively with the public and staff, effectively communicate, interpret and apply verbal instructions, and willingness to learn from staff and accept feedback.
- Understanding of and compliance with District safety standards.
- Completes District volunteer application, including waiver and consent for criminal background check.
- Aged 18 and older. Volunteers under 18 cannot attend workdays alone. These are our minimum adult-to-child ratio requirements. Ages 8 - 10: One adult for every two children, Ages 11-13: One adult for every eight children, Ages 14 - 17: One adult for every 10 teens (We encourage

high school students to volunteer in groups of two or more to fulfill this requirement.)

## **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.

## **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.