

VOLUNTEER PROGRAM: DANADA EQUESTRIAN CENTER



<u>POSITION TITLE:</u>	Equestrian Program Aide
<u>COMMITMENT:</u>	Weekly (4 hrs/wk & Danada Fall Festival)
<u>LOCATION:</u>	Danada Equestrian Center, Wheaton IL
<u>APPLICATION DEADLINE:</u>	February 1 (Spring) & August 1 (Fall)
<u>MINIMUM AGE:</u>	14

DISTINGUISHING FEATURES OF THE POSITION

This volunteer position involves assisting staff in caring for District horses, and maintaining the stable environment, while providing a safe, informative and enjoyable experience to facility visitors, including horsemanship students, hayride attendees, and visitors at District Programs. There may be situations and tasks where the volunteer is interacting with the public and responding to questions and requests for information. Direction and training is received from staff.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Assist staff with general horse care and barn chores.
- Handle horses. Feed and water horses. Observe horses for injuries.
- Prepare horses for horsemanship class.
- Identify and lead horses.
- Assist in educating horsemanship class students in basic horse care and horse handling.
- Maintain the appearance of the facility. Clean the barn and assist with fence repair. Clean stalls and paddocks. Dispose of manure. Cut brush.
- Maintain the appearance of the Volunteer Lounge. Clean the Volunteer Lounge bathroom. Vacuum the Volunteer Lounge.
- Assist with equipment maintenance.
- Clean tack.
- Provide information to visitors.
- Commit to a 4-hour shift once a week for one year.
- Assist with special events related to Danada Equestrian Center and the Forest Preserve District of DuPage County.
- 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, eye-hand coordination and a sense of balance.

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. 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 frequently required to climb, balance or stoop; kneel, crouch or crawl. The volunteer is occasionally required to sit. The volunteer is occasionally required to smell. The volunteer must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and or move

up to 100 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. The majority of time, this position takes place indoors. While performing the duties of this volunteer position, the volunteer is occasionally exposed to outside weather conditions, fumes and 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 occasionally performs 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.)