



VOLUNTEER PROGRAM: VOLUNTEER RANGER

POSITION TITLE: Program Assistant
COMMITMENT: Flexible (20 hrs/yr, +1 event)
LOCATION: District-wide
APPLICATION DEADLINE: February 1
MINIMUM AGE: 18

DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff with: providing visitor information and assisting with recreational programs at preserves and educational sites throughout the District, including the Green Valley Scenic Overlook; keeping the preserves clean by picking up litter and assisting with clean-up projects on preserve property. Volunteers will 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 fun and educational programs at preserves and educational sites throughout the District.
- Assist staff in the training of archery program participants including components of compound and recurve bows, arrow components, identify and demonstrate proper archery technique.
- Assist staff in providing guidance and assistance with the training of introductory fishing program participants; including setting up rods, baiting hooks, and hook removal.
- Assist staff in providing guidance and assistance with the training of introductory kayaking program participants; including proper boat and PFD fitting, various strokes, parts of the kayak/ paddle, techniques, and regulations affecting private and rental watercraft on FPDDC lakes.
- Assist staff in providing guidance and assistance on the proper use of District programming equipment; including ensuring participant compliance to District rules and regulations.
- Assist with various recreational programs and interpretive programs as assigned.
- Assist with ensuring public safety & provide safety guidelines to participants.
- Assist with minor maintenance of District equipment.
- Performing sanitary and safety related tasks. Maintain the preserves' appearance and remove trash.
- Provide information to the public about safety and District ordinances to help ensure public safety.
- Assist with ensuring public safety by reporting to District Police and/or Rangers.
- Assist with special events related to the Forest Preserve District of DuPage County.
- Greet and interact with visitors.
- Assist staff by picking up garbage within preserves, waterways, shorelines, borders, etc. with litter-pickers, gloves, garbage bags, etc.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge is provided at mandatory trainings and orientations. Basic knowledge of archery, fishing, and kayaking are a plus. 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.

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 must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 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.

While performing the duties of this volunteer position, the volunteer is regularly exposed to outside weather conditions. The volunteer is frequently exposed to all kinds of weather including, hot, humid, cold, wet or windy 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.