

VOLUNTEER PROGRAM:**SPECIAL SERVICES****POSITION TITLE:****Special Events Photographer****COMMITMENT:****Flexible (5+ events)****LOCATION:****Educational sites & DuPage Forest Preserves****APPLICATION DEADLINE:****None****MINIMUM AGE:****18 or 14 w/ adult****DISTINGUISHING FEATURES OF THE POSITION**

This volunteer position involves taking pictures of volunteers while they are performing their volunteer duties at various special events, programming, workshops, etc. Pictures will then be submitted to Volunteer Services. This is a flexible volunteer position where volunteers are called upon and respond on an as-needed basis. There may be times where the volunteer is interacting with the public and responding to questions and requests for information. Direction is received from District staff. Photographs taken are for use only by the Forest Preserve District of DuPage County. Any other use of the photographs taken must be approved by Volunteer Services.

PRIMARY VOLUNTEER DUTIES TO BE PERFORMED

- Take photographs of volunteers performing their volunteer duties.
- Attend special events, programming, workshops or any other events where volunteers are donating their time
- Visit education sites to take photos of volunteers during their normal day to day activities.
- Submit photographs to Volunteer Services via direct camera download or on a disc.
- Record volunteer hours on Volgistics.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Prior knowledge and training in photography is required. A portfolio with examples of your work may be requested. Specific directions regarding an event will be provided at site trainings and orientations. Skills needed are: Eye-hand coordination, organizational skills, ability to deal effectively with the public and staff; effective communication skills; interpretation and application of written and verbal instructions. Volunteers ages 14-17 must be accompanied by an adult.

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 sit; use hands to feel, finger or handle; reach with hands and arms; talk or hear. The volunteer is occasionally required to stand and walk. The volunteer must occasionally lift and/or move up to 20 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. This position takes place both indoors and outdoors. While performing the duties of this volunteer position, the volunteer will be 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.