

VOLUNTEER PROGRAM: **ST. JAMES FARM**
POSITION TITLE: **Program Assistant**
COMMITMENT: **Flexible & Family Field Day**
LOCATION: **St. James Farm, Warrenville IL**



DISTINGUISHING FEATURES OF THE POSITION

This position involves assisting staff in promoting and presenting cultural or natural resource interpretive/educational programs for the public at St. James Farm and sometimes at educational programs throughout the District. Volunteer often interacts with the public, and will need to 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 the development, preparation, maintenance and implementation of educational programs and displays using a variety of mediums to educate the public.
- Greet and share historical information about St. James Farm with visitors in a variety of ways.
- Assist in registering visitors for tours.
- Answer questions from the public.
- Keep general records.
- Assist with Family Field Day.
- Assist with special events such as Dairy Day and wagon rides.
- Record volunteer hours on Volgistics.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Required knowledge is provided at mandatory trainings and orientations. Skills include performing routine cleaning and maintenance tasks. 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.