Special Events Volunteer

Position Description

Purpose of Volunteer Service: To assist staff in offering seasonal special events for the general public.

Supervisors: Naturalist, Volunteer Coordinator

Typical Assignment: Work at an assigned station during a special event, helping to set-up, greet visitors, assist visitors with the activity at your station and help to clean up after the event is over.

Qualifications/Skills:
- Ability to communicate with the visiting public.
- Interest in ecology and natural history.
- Flexibility and ability to adapt to changing weather, schedules and interest levels.
- Ability to work as a team with staff and fellow volunteers.

Expectations:
- Commit to a minimum of 16 hours per year or four weekend days throughout the year.
- Sign in upon arrival and sign out before departure.
- Arrive ½ - 1 hour before event begins to discuss plans for the day and prepare stations.
- Notify staff promptly if you are unable to meet a scheduled commitment and help to find a substitute.
- Help clean up after the event.
- Represent the District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.

Training:
Volunteers are required to attend the *Orientation to the District and Kane County* and will receive hands-on training before each event. Additional educational classes are listed in the quarterly newsletter, *The Tree Line,* which can be viewed online at http://www.kaneforest.com/publications/treeLine.pdf . Continuing education sessions specifically for volunteers are offered throughout the year as time permits.