



# Fabyan Villa Museum Volunteer

## Position Description

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### Purpose of Volunteer Service:

To lead public tours through the Fabyan Villa Museum at the Fabyan Forest Preserve and interpret Colonel Fabyan's influence in Kane County history.

**Supervisors:** Preservation Partners of the Fox Valley, Volunteer Coordinator

### Typical Assignment:

Leading public tours interpreting collections, Fabyan history, Frank Lloyd Wright architecture and building restoration. May assist with cataloguing of artifacts and exhibit preparation. May assist with the development of school programming and the establishment/maintenance of a resource library. May also include assistance with special events and fundraisers.

### Qualifications and Skills:

- Ability to communicate with the visiting public.
- Interest in history, collections and architecture.
- Ability to assume a leadership role.
- Ability to work with others as a team.
- Flexibility and ability to adapt to changing weather, schedules and interest levels.



### Expectations:

- Be available for scheduled times on Saturdays, Sundays or holidays, from 1 – 5 p.m., from May through October.
- Participate in volunteer events and education programs to achieve a stronger background in subject matter.
- Volunteer a minimum of 4 hours per month and commit for one year.
- Adhere to scheduled times by being prompt and log in all volunteer hours.
- Represent the District in a warm and professional manner.
- Notify supervisor promptly if you are unable to meet a scheduled commitment and help find a substitute.
- 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 at the Fabyan Villa. Additional education 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.