Pioneer Sholes School Volunteer
Position Description

Purpose of Volunteer Service:
To lead public tours and school groups through the Pioneer Sholes School, located at LeRoy Oakes Forest Preserve.

Supervisors: Pioneer Sholes School, Volunteer Coordinator

Typical Assignment:
Leading school groups and public tours interpreting a typical school day in the 1880s while dressed in period clothing. May assist in special holiday events at the school.

Qualifications and Skills:
• Ability to communicate with the visiting public.
• Interest in pioneer history.
• 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 Sundays, from 1 – 4 p.m. during June through October. Be available for Christmas Open House on the first Saturday in December. Be available for other tours made by appointment throughout the year.
• Participate in volunteer events and education programs to achieve a stronger background in subject matter.
• Adhere to scheduled times by being prompt and log in all volunteer hours.
• Represent Pioneer Sholes School and 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 Pioneer Sholes School. 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.