# District of Kane County Volunteer Handbook

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WELCOME!

Welcome to the Forest Preserve District of Kane County. Thank you for choosing to volunteer with us! As a volunteer, you are part of a team of staff and volunteers who are working hard to preserve and protect Kane County’s open lands and restore them to their native habitats. You are also part of a team who is working to educate the public on the conservation movement, concerning both our natural and cultural history. Every volunteer position, although different, is a vital aspect in helping us achieve our goals and continue to grow. We appreciate the valuable resources you bring to us and your commitment and dedication. Thank you!

Mission Statement:

It shall be the mission of the Forest Preserve District of Kane County (“District”) to acquire, hold and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora or fauna; to restore, restock, protect and preserve such lands for the education, recreation and pleasure of all its citizens.

Overview of the District:

Organized in 1925 by public referendum, the District now owns more than 65 properties consisting of over 18,000 acres. The Forest Preserve Commission governs the District and handles the District business of establishing policies and acquisition of open space for the citizens of Kane County. The acquisition of open space has become a priority for the District.

Forest Preserves Districts protect plant and animal life so that present and future generations can enjoy their wonders. Areas have been set aside for picnicking, hiking, biking, fishing, boating and camping, with portions of the lands deliberately left as natural as possible. Since many species of trees, shrubs, flowers, birds and animals are rapidly becoming extinct in Kane County; the help of all is needed to preserve them.

A system of bicycle trails runs north and south along the Fox River between McHenry and Kendall counties and east and west to DuPage and DeKalb counties. Brochures describing the trails may be obtained at the District’s headquarters.

Volunteer Mission Statement:

It shall be the mission of the Volunteer Office to provide a structured and qualified volunteer workforce who will help advance the overall mission of the District.
What Does It Take to Be a Volunteer?

A volunteer with the District is defined as a person who donates his or her time and effort to help District staff fulfill their missions. This may include assisting in environmental education programs, natural areas management, cultural preservation and/or public relations.

The District requires an individual be at least 15 years of age to volunteer. However, there are activities appropriate for younger individuals and groups if they are accompanied by an adult and have permission in writing from a parent/guardian. Individuals volunteering for a steward position, which will be described later in this Handbook, must be at least 21 years old. Co-stewards and apprentice stewards may be 18 years and older.

The District is an equal opportunity employer and will also apply equal opportunity to all its volunteers.

Volunteer Application Process

- Volunteers must complete a volunteer application.

- If the volunteer does not already have an area of interest, a personal interview with the Volunteer Coordinator will be conducted to find a suitable volunteer position.

- In accordance with the District’s policy, volunteers over the age of 18 are required to have a criminal history background check. The District will pay for the background check and provide the proper paperwork. For confidentiality purposes, the completed background check form and results will only be seen by the Volunteer Coordinator and the Human Resources Manager. If an individual refuses to have a background check done, he or she will not be considered for a volunteer position with the District.

- Volunteers are required to attend an orientation, which will provide an understanding of the District’s and the Volunteer Office’s missions, as well as an overview of the cultural and natural history of Kane County.

- After attending an orientation, the volunteer will be asked to sign a volunteer agreement and medical release form (attached). Upon signing, he or she will be considered an active volunteer.
Volunteer Rights and Responsibilities

Volunteers are a valuable aspect of the District. They are extended the rights to receive a position description for each service or activity performed, the right to receive training in his/her volunteer position and safety precautions, which may include CPR and First-Aid and herbicide use; the right to be treated as valuable individuals; the right to be given ongoing supervision and clear direction; the right to offer suggestions and receive feedback from supervisors; and the right to be treated fairly.

In return, volunteers shall be responsible for taking their volunteer position seriously, representing the District in a responsible and respectable way, taking part in all application and training processes, following through on commitments made unless the Volunteer Office has been previously notified, dressing appropriately for job requirements (i.e. long pants, closed-toed shoes), taking care of tools, supplies and equipment borrowed from the District and returning those tools, supplies and equipment when finished and following the same rules and polices of paid District staff, which may be obtained from the Human Resources department.

District Contact Information and Hours of Operation

Volunteer Office:
Robb Cleave, Volunteer Coordinator
Office: 630-762-2741
Cell: 630-364-8260
Email: CleaveRobb@kaneforest.com

Tracey Smith, Human Resources Manager
Office: 630-232-5921
Email: SmithTracey@kaneforest.com

Betsy Scaletta, Human Resources Assistant
Office: 630-208-8662
Email: ScalettaBetsy@kaneforest.com

Forest Preserve District Headquarters
1996 South Kirk Road, Suite 320
Geneva, IL 60134
630-232-5980
Monday – Friday
8:00 a.m. to 4:30 p.m.

District Staff You May Need to Know:
Ben Haberthur, Restoration Ecologist
Cell: 630-649-1149
Email: HaberthurBen@kaneforest.com

Sherrie McLaughlin, Community Affairs Assistant
Office: 630-444-3064
Email: McLaughlinSherrie@kaneforest.com

Ben Katzen and Erica Lemon, Naturalists
Office: 847-871-8350
Ben’s Cell: 630-649-1139
Ben’s Email: KatzenBen@kaneforest.com

Erica’s Cell: 630-300-8778
Erica’s Email: ReaderErica@kaneforest.com

FOR ALL EMERGENCIES, CALL 9-1-1
Volunteer Policies

- **Discrimination:** It is District policy to recruit, accept and discipline all volunteers without regard to race, color, age, religion, sex, political belief, national origin, physical or mental handicap unrelated to job requirements, ancestry, marital status, veteran status or unfavorable discharge from the military in accordance with state law and, where applicable, federal law.

- **Substance Use:** The District is committed to provide a safe work environment. Therefore, it is required that all employees and volunteers shall not be under the influence of alcohol or be engaging in the illegal use of drugs.

- **Training:** Coordinated by the Volunteer Office, all volunteers will receive training in their positions and receive the required orientation.

- **Political or Religious Activity:** All members, officers, employees and volunteers of the District are subject to the provisions of Section 12(a) of the Hatch Act, which prohibits the use of official authority of influence to: interfere with or affect the result of an election or a nomination for office; directly or indirectly coerce any officer or employee to make any form of political contribution; or be a candidate for elective office.

- **Public Relations:** A volunteer is a representative of the District while working in his or her position and should be courteous to the public, other volunteers and District staff. A volunteer’s overall public demeanor should positively reflect the District.

- **Harassment:** Any type of harassment of a District volunteer or a member of the public and/or staff by another District volunteer will not be tolerated. Harassment refers to verbal or physical behavior which is not welcome, is personally offensive and thus interferes with work effectiveness.

- **Solicitation, Selling and Peddling:** No person or organization outside of the District shall expose or offer for sale to the general public any article or thing, or conduct or solicit any business, trade or occupation or profession without a valid concession contract approved by the District.

- **Volunteer Suggestions and Grievances:** Volunteers who have grievances or suggestions for the improvement of volunteer opportunities within the District are encouraged to relay them in writing to the Volunteer Coordinator.
Volunteer Opportunities

Education Volunteers ........................................ Pages 8-11
Cultural Preservation Volunteers ................ Pages 12-16
Natural Areas Management Volunteers .... Pages 17-21
Public Safety Volunteers ............................... Page 22
Adopt-A-Trail Volunteers ............................... Page 23
Nature Programs Volunteer
Position Description

Purpose of Volunteer Service: To present basic concepts of ecology and natural history to school and general public using hands-on activities and interpretive techniques.

Supervisors: Naturalist, Volunteer Coordinator

Typical Assignment: Lead students on interpretive hikes through the Tekakwitha Woods Forest Preserve (and occasionally other Kane County forest preserves) for various lengths of time and assist the Naturalist in a variety of projects necessary for the operation of the education programs.

Qualifications/Skills:
- Enjoy working with children in group settings. (Ages may vary.)
- Willingness to learn, share information, conduct activities and communicate to students of different ages and backgrounds.
- Flexibility and ability to adapt to changing weather, schedules and interest levels.
- Ability to work as a team with teachers, staff and fellow volunteers.
- Physical ability to walk trails, teach in outdoor/indoor locations and supervise students for various lengths of time.
- Ability to assume a leadership role.
- Willingness to participate in our check out procedure before leading groups and participate in our evaluation process.

Expectations:
- Commit to a minimum of 8 hours per month or one program per week during the busy seasons (spring/fall) and/or during the summer months (June/July) for our summer camps.
- Sign in upon arrival and sign out before departure.
- Arrive ½ hour before program begins to discuss plans for the program, prepare materials, and meet group.
- Notify staff promptly if you are unable to meet a scheduled commitment and help to find a substitute.
- Participate in our check out process before leading groups and participate in our evaluation process.
- Return materials after programs and notify staff of needed replacements.
- Represent the Forest Preserve District of Kane County 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 Volunteer Orientation and to observe hikes given by District naturalists and/or other volunteers. 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.
**Nature Center Host Volunteer**

**Position Description**

**Purpose of Volunteer Service:** To greet Nature Center visitors, answer questions and present basic concepts of ecology and natural history on request.

**Supervisors:** Naturalist, Volunteer Coordinator

**Typical Assignment:** Serve as a Nature Center host/hostess on weekends and/or weekdays while staff is leading programs with school groups, scouts, community groups and the public.

**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.
- Ability to prepare a fire for Woodland Birthday participants.

**Expectations:**
- Commit to 6-8 hours per month.
- Sign in upon arrival and sign out before departure.
- Arrive ½ hour before the Nature Center opens to discuss plans for the day.
- Notify staff promptly if you are unable to meet a scheduled commitment and help to find a substitute.
- Help clean up after programs and notify staff of needed replacements.
- Represent the Forest Preserve District of Kane County 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 **Volunteer Orientation** and will receive an informational tour of the Tekakwitha Woods Nature Center prior to hosting. Learn more about the Nature Center online at [www.kaneforest.com](http://www.kaneforest.com).
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 Volunteer Orientation 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.
**Purpose of Volunteer Service:** As a docent, provide the general public, school groups and community groups with tours of historic Fabyan Windmill at Fabyan Forest Preserve in Geneva. As a miller, provide the general public, school groups and community groups with demonstrations on how the Fabyan Windmill runs.

**Supervisors:** Head Miller, Head Docent, Volunteer Coordinator

**Typical Assignment:** Lead tour groups through the Windmill or demonstrate how the mill runs on scheduled weekends and some weekdays.

**Qualifications/Skills:**
- Ability to communicate the history and operation of the Fabyan Windmill.
- Ability to walk up stairs (at entrance, basement and first floor).
- Willingness to work indoors without air conditioning.
- Interest in learning about the history and operation of the Fabyan Windmill.
- Ability to work as a team with other volunteers and staff.

**Expectations:**
- Commit to at least 2-3 days each month, 3-4 hours per day, in season, May to October.
- Millers commit at least one day a month out of season, April to November, for Windmill upkeep.
- Become familiar with the District’s windmill restoration efforts and the history and operation of the windmill.
- Learn all safety procedures and rules concerning leading tours of the Windmill and abide by them.
- 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 *Volunteer Orientation* and will receive hands-on training at the Windmill. Additional educational classes are offered listed in the quarterly newsletter, *The Tree Line*, which can be viewed online at [http://www.kaneforest.com/publications/treeLine.pdf](http://www.kaneforest.com/publications/treeLine.pdf). Continuing education sessions specifically for volunteers are offered throughout the year as time permits.
Purpose of Volunteer Service: To assist in the maintenance and protection of the Japanese Garden and Centennial Garden at the Fabyan Forest Preserve.

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

Typical Assignment: Assist the Horticulturist with installing new plant material in garden beds. Weed and clean garden beds, remove dead blooms and branches. Maintain plant identification tags and signs. Evaluate and monitor plants within the garden. Rake paths, sweep bridges and Teahouse porch and wash Teahouse windows. Assist with welcoming and orienting visitors during public hours on Wednesday and Sunday afternoons.

Qualifications/Skills:
- Interest in gardening and working outdoors.
- Willingness to get hands dirty.
- Willingness to learn and share information with staff, other volunteers and the public.
- Flexibility and ability to adapt to changing weather conditions and schedules.
- Ability to work as a team with staff and other volunteers.
- Physical ability to bend, kneel and perform light digging and lifting.
- Ability to work independently on weekends.

Expectations:
- Commit to 4-8 hours a month (weekday or weekend).
- Become familiar with the Fabyan Forest Preserve and share knowledge with the general public.
- Arrive promptly to discuss and coordinate work plans with the Horticulturist (during the week).
- Keep track of your hours and report them to the Volunteer Coordinator each month.
- Return all tools to the proper area.
- Notify staff if you are unable to meet a scheduled commitment.
- Represent the District in a warm professional manner.
- Provide ideas and suggestions for the improvement of the volunteer program and/or your volunteer position.

Training:
Volunteers are required to attend the Volunteer Orientation and will receive hands-on training at the Japanese Garden. 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.
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. Additional opportunities may include: assisting with cataloguing of artifacts and exhibit preparation, assisting with the development of school presentations, and assisting 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 from 1 – 5 p.m. and Wednesdays, Thursdays from 1-4 p.m. during the months of 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 Volunteer Orientation 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.
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 Volunteer Orientation 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.
Purpose of Volunteer Service:
To lead public tours and school groups through the Durant House Museum, located at LeRoy Oakes Forest Preserve.

Supervisors: Preservation Partners of the Fox Valley, Volunteer Coordinator

Typical Assignment:
Leading public tours through the Durant House Museum interpreting a prairie family’s routine of work and play. Junior docents dress in period clothing, play games and do chores to aid in interpretation.

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 on Thursdays from 1-4 p.m. during June through August. Be available on Sundays from 1-4 p.m. throughout February. 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 the Durant House Museum 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 Volunteer Orientation and will receive hands-on training at the Durant House Museum. 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.
Purpose of Volunteer Service: To assist with the multi-faceted efforts of restoring, protecting and perpetuating native ecosystems consistent with the District’s natural areas management program. To share knowledge obtained with volunteers, staff and the public.

Supervisors: Restoration Ecologist, Volunteer Coordinator

Typical Assignment: Oversee the management of a local preserve site, working with the restoration staff to meet the goals listed in the annual management schedule. Schedule monthly workdays to help achieve those goals. Work with the Volunteer Coordinator to recruit volunteers for the site.

Qualifications/Skills:
- Must be at least 21 years old.
- Ability to adapt to changing weather conditions and schedules.
- Ability to supervise volunteers in workday activities with concern for the volunteer’s and public’s safety, as well as the protection of the resource.
- Ability to identify local plant species and ecological communities.
- Understanding of restoration concepts and the ability to implement management activities.
- Knowledge of herbicide use and possession of an herbicide license.
- Ability to work with and take direction from District staff.
- Ability to perform the same workday activities that workday volunteers are expected to perform.

Expectations:
- Implement and adhere to the District’s management techniques.
- Plan and supervise monthly workdays to achieve management objectives.
- Submit workday report forms to the Volunteer Coordinator each month.
- Attend the District’s annual steward’s meeting and related land management workshops.
- Serve as a mentor to apprentice stewards.
- Convey purpose of District’s natural areas restoration program to the public during workdays.
- Contact the District police of suspicious activities (e.g. ATV use, illegal dumping).
- Keep the Volunteer Coordinator updated on concerns about preserve misuse and or other issues.
- Become familiar with all portions of the preserve and restoration priorities.
- Represent the District in a warm and professional manner.
- Provide ideas and suggestions for improving the volunteer program and/or your volunteer position.

Training:
Stewards begin as apprentice stewards, working with a mentor steward for one to three years. Volunteers are required to attend the Volunteer Orientation and will receive hands-on training in the field. Additional education classes are listed in the quarterly newsletter, The Tree Line, which can be viewed online at www.kaneforest.com. Continuing education sessions are offered throughout the year.
Apprentice Steward Volunteer
Position Description

Purpose of Volunteer Service: To learn the multi-faceted efforts of restoring, protecting and perpetuating native ecosystems consistent with District’s natural areas management program. To share knowledge with other volunteers, staff and the public. To achieve the status of full volunteer steward.

Supervision: Site Steward, Restoration Ecologist, Volunteer Coordinator

Typical Assignment: To cut brush, build burn piles, pull herbaceous weeds, harvest seed and perform other tasks during restoration workdays. Work closely with a Steward with the goal of becoming a steward.

Qualifications/ Skills:
• Must be at least 18 years old.
• Willingness to learn skills necessary to assume a leadership role.
• Willingness to learn to identify plant species and ecological communities.
• Ability to gain an understanding of restoration practices.
• Flexibility and ability to adapt to changing weather conditions and schedules.
• Ability to work with and take direction from other stewards and the staff.
• Willingness to strive to obtain full Steward status within one to three years.

Expectations:
• Attend 12 monthly workdays and work closely with a Steward to learn critical plant species, vegetation management techniques and gain practical restoration experience.
• Work within the District’s natural areas management program guidelines.
• Gain knowledge and decision making skills necessary to achieve management objectives.
• Become proficient at performing all workday functions to be carried out by workday volunteers.
• Learn how to supervise volunteer crews effectively in workday activities with concern for volunteer’s and public’s safety, as well as protection of the resource.
• Obtain an herbicide license and learn about the herbicides used by the District.
• Attend the District’s Annual Steward Meeting and related land management workshops.
• Submit hours each month to the Volunteer Coordinator.
• Maintain contact with the District’s Volunteer Coordinator regarding concerns or issues.
• Learn how to interpret the District’s natural areas restoration program to the public during workdays.
• Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.

Training:
Volunteers are required to attend the Volunteer Orientation and will receive hands-on training from a Mentor Steward for one to three years. Additional educational classes are listed in the quarterly newsletter, The Tree Line, which can be viewed online at www.kaneforest.com. Continuing education sessions specifically for volunteers are offered throughout the year as time permits.
Purpose of Volunteer Service: To assist the site Steward with efforts to restore and protect native ecosystems.

Supervisors: Site Steward, Restoration Ecologist, Volunteer Coordinator

Typical Assignment: To cut brush, build burn piles, pull herbaceous weeds, harvest seed and perform other tasks during restoration workdays.

Qualifications/Skills:
• Ability to perform physical activities, such as brush cutting, hauling branches, etc.
• Flexibility and ability to adapt to changing weather conditions and schedules.
• Interest in learning about the natural areas, plants and animals.
• Ability to work as a team with other volunteers and staff.

Expectations:
• Attend a monthly 2-3 hour workday at a local preserve.
• Become familiar with the District’s restoration efforts and be able to share this knowledge with the general public.
• Represent the Forest Preserve District of Kane County 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 Volunteer Orientation and will receive hands-on training to learn restoration techniques. 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.
Purpose of Volunteer Service: To assist the restoration staff in collection of native plant seeds, which will be used to reestablish native plant communities in the forest preserves.

Supervisors: Restoration Ecologist, Volunteer Coordinator

Typical Assignment: Use hand tools to harvest woodland, prairie or wetland seeds at preserves throughout the county.

Qualifications/Skills:
- Ability to walk through the preserves collecting seeds in buckets and/or shoulder bags.
- Flexibility and ability to adapt to changing weather conditions and schedules.
- Interest in learning about the natural areas, plants and animals.
- Ability to work as a team with other volunteers and staff.
- Have transportation to preserves throughout the county.

Expectations:
- Commit to one Seed Harvest season, during the fall months of September through November and summer months of June through August. Seed Harvests are held each Wednesday and one Saturday a month.
- Assist with the sorting, weighing and placing of seeds into seed mixes.
- Become familiar with the District’s restoration efforts and be able to share this knowledge with the general public.
- 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 Volunteer Orientation and will receive hands-on training at each Seed Harvest. 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.
Purpose of Volunteer Service: To keep watch over a specific natural area and assist with collection of biological information about certain plant or animal species.

Supervisors: Restoration Ecologist, Volunteer Coordinator, Chicago Wilderness monitoring supervisor

Typical Assignment: Monitor the site a minimum of one time monthly by walking the preserve or visiting a specific location within the preserve.

Qualifications/Skills:
- Interest in learning about the natural areas, plants and animals.
- Interest in learning to collect biological data.
- Interest in learning successional restoration concepts.
- Ability to work in outdoor conditions, which may include rain, heat or cold temperatures.
- Ability to interpret maps and aerial photographs.
- Ability to work independently.
- Enjoy interacting with preserve visitors.

Expectations:
- Commitment to walk the site a minimum of once per month.
- Become familiar with the preserve and able to share knowledge obtained with the general public.
- Assist with research of historic land use.
- Become acquainted with adjacent property owners and regular preserve users.
- Attend monitoring workshops, date and location permitting.
- Assist with native plant seed harvest on site.
- Submit reports to the Volunteer Coordinator on a monthly basis.
- 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 Volunteer Orientation and specific monitoring trainings. 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.
Mounted Ranger Volunteer
Position Description

Purpose of Volunteer Service: To serve as an ambassador for the District by patrolling the preserves on horseback. Enhance public safety by providing information and assistance when needed. Represent the District in local parades.

Supervisors: Mounted Ranger President, Volunteer Coordinator

Typical Assignment: Patrol District properties monthly on horseback and participate in parades, parking details and other special events.

Qualifications/Skills:
- Enjoy interaction with the general public.
- Flexibility and ability to work as a team with Mounted Rangers and District staff.
- Willingness to learn about the various forest preserves and their amenities.
- Ability to assume a leadership role in providing information and handling emergency situations until medical personnel or District staff arrives.

Requirements:
- Must be 21 years old.
- Must be an experienced rider with access to a horse or mule plus transportation and western tack.
- Pay a non-refundable $25 membership fee to the Mounted Rangers (not to the District).
- Must complete a one-year probation period after which performance is evaluated and probationary members are voted into the group.
- Wear uniform and badge provided once the probationary period is finished.
- Mount must be safe for exposure to the public.
- Must be available on weekends and some week nights.
- Keep track of volunteer hours and report them to the Mounted Rangers’ secretary each month. The secretary should then report the hours to the District Volunteer Coordinator.

Expectations:
- Commit to approximately 40 hours of volunteer time per year.
- Arrive ½ hour before patrol begins to prepare mount and discuss route for the day.
- Notify Kane County Sheriff’s office upon arrival and provide a location. Call again at the end of patrol.
- Notify the President or Vice President promptly if you are unable to meet a scheduled commitment and help to find a substitute.
- Represent District in a warm and professional manner.
- Provide suggestions for improvement of the volunteer program and/or your volunteer position.

Training:
Volunteers are required to attend the Volunteer Orientation. Mounted Rangers will also participate practice sessions and will receive hands-on training while on patrol. Further information on the District preserves can be viewed online at www.kaneforest.com.
Purpose of Volunteer Service: To help maintain the aesthetic and natural quality of the Fox River Trail, Great Western Trail and Virgil Gilman Trail systems.

Supervisors: Volunteer Coordinator

Typical Assignment: Community groups, organizations and individuals may adopt an approximately one-mile section of above said trail systems to promote trail usage by reporting on the conditions of the trail and collecting refuse from the trail area.

Qualifications/Skills:
- Ability to walk at least two continuous miles while collecting refuse.
- Willingness to hold a minimum of two clean ups per year.
- Enjoy interacting with trail users.

Requirements:
- Must complete an Adopt-A-Trail Agreement Form and return it to the Volunteer Coordinator.
- Must appoint a group liaison who is at least 18 years old.
- Group liaison must notify Volunteer Coordinator of planned trail clean ups at least two weeks in advance.
- Must follow all safety procedures listed with the Agreement Form.

Expectations:
- Commit to two to four trail clean ups a year.
- Represent the District in a warm and professional manner.
- Dress appropriately for the clean up, wearing long pants, closed-toe shoes and gloves.
- Notify Volunteer Coordinator of any suspicious activity along the trails or misuse of them.

Training:
Because of the nature of the position, volunteers do not require training to be involved with the Adopt-A-Trail program. Volunteer groups are given an Agreement Form and a list of safety procedures to follow and will receive an on-site overview of safety procedures from the Volunteer Coordinator during their initial trail clean up. Further information on the District preserves can be viewed online at www.kaneforest.com.
Forest Preserve District of Kane County
Volunteer Office
1996 S. Kirk Rd. Suite 320
Geneva, IL 60134
Tel: 630-762-2741   Fax: 630-232-2038
Email: Volunteer@kaneforest   Web: www.kaneforest.com

VOLUNTEER APPLICATION

Name: ______________________________________________________________________________________
   (Last)                                                 (First)         (M.I.)
Address: ____________________________________________________________________________________
   (Street)                                     (City)                            (Zip code)
Day phone: ______________________________    Evening phone: _____________________________________
Cell phone (optional): ____________________ E-mail address: ________________________________________
*License plate #: ___________________________ *Make/model/year vehicle: ____________________________
Occupation: __________________________________________________________________________________

Volunteer position applying for (check any/all of interest):

<table>
<thead>
<tr>
<th>Education</th>
<th>Natural Area Management</th>
<th>Cultural Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Nature Center Host/Hostess</td>
<td>□ Apprentice Steward/Steward</td>
<td>□ Campbell House Volunteer</td>
</tr>
<tr>
<td>□ Nature Program Volunteer</td>
<td>□ Seed Harvest Volunteer</td>
<td>□ Fabyan Villa Docent</td>
</tr>
<tr>
<td>□ Special Events Volunteer</td>
<td>□ Preserve Monitor (Bird, Butterfly, Dragonfly, Frog or Plants)</td>
<td>□ Japanese Garden Docent</td>
</tr>
<tr>
<td></td>
<td>□ Workday Volunteer</td>
<td>□ Fabyan Windmill Docent</td>
</tr>
<tr>
<td></td>
<td>□ Adopt-A-Trail</td>
<td>□ Pioneer Sholes School Docent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Durant House Museum Docent</td>
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</tbody>
</table>

Public Relations

□ Kane County Mounted Ranger
□ District Photographer

Days available (check all that apply):


Times available (A.M. or P.M.):

* Necessary for Monitors and Stewards
Are there factors that could affect your availability? __________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

How did you hear about us? District’s newsletter District’s web site Flyer Friend Local newspaper Web search Other: __________________________________________________________________________

Please list areas of interest, experience, hobbies, talents, skills or any other information you feel may be applicable to a volunteer position with the Forest Preserve District?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What do you hope to gain from your volunteer experience with the Forest Preserve District? _______________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Signature: ___________________________ Date: ___________________________

Please sign, date and return application to:

Forest Preserve District of Kane County
Volunteer Office
1996 S. Kirk Rd. Suite 320
Geneva, IL 60134
Fax: 630-232-2038 Office: 630-762-2741
VOLUNTEER AGREEMENT AND MEDICAL RELEASE FORM
(Only one person per form – please fill out BOTH SIDES and sign where indicated on the back)

Volunteer Name: _____________________________________________________________________________

Home Address: ______________________________________________________________________________

        Street                                                               City/State                                          Zip

Home Phone: _________________________________     Work Phone: ________________________________

Volunteer Disclosure (optional):
Please list any pre-existing conditions, allergies or medications that medical personnel should be aware of, in case of an emergency: __________________________________________________________________

_______________________________________________________________________________

(For minor volunteer, please list parent or guardian first)

IN CASE OF AN EMERGENCY, PLEASE NOTIFY:
Name: _______________ Relationship: ________________ Phone: ______________
Name: _______________ Relationship: ________________ Phone: ______________
Name: _______________ Relationship: ________________ Phone: ______________

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:
In agreeing to serve as a District volunteer, I understand and agree to the following:

1. I agree to operate within the scope of the duties associated with my volunteer position, whether performing those duties on or off District property (as in the case of special events). I have received the required orientation from my District staff contact and/or the District Volunteer Coordinator, and I understand what my volunteer duties entail. I understand that, in accepting the position as Forest Preserve District of Kane County Volunteer, I am agreeing to follow all rules, regulations, guidelines and policies presented during orientation.

2. I understand that I am not and will not be considered an employee of the Forest Preserve District of Kane County, nor will my involvement lead to employment, nor will I receive compensation for my services. I understand that I am at all times to follow the supervision and direction of the District staff members in the commission of any volunteer activity. I also understand that I do not supervise other District volunteers unless specifically authorized to do so by District staff.

3. I understand that my volunteer relationship with the District can be terminated at any time by either party. I understand that failure to abide by any of the rules, regulations and/or guidelines presented here or in any other form through the District may result in disciplinary action and/or my dismissal as a District volunteer. If my volunteer relationship is
suspended or terminated, I will promptly return all District supplies, equipment, records and other items in good, clean condition.

4. I understand that I am a representative of the District, and will conduct myself in a manner so as to present a positive image of the District to those who visit the facilities and preserve areas. This includes being courteous and helpful to visitors, and following guidelines for appropriate dress. I understand that I am not authorized to enforce the rules and regulations of the District. I further understand that I am not to give interviews, submit press releases, or otherwise interact with the media without prior approval from the District.

5. I understand that there are certain risks for injury in any outdoor program or activity, and that the staff and volunteers of the Forest Preserve District of Kane County will make every reasonable effort to ensure the safety and health of each volunteer or participant. Beyond this, I will not hold the District or its staff responsible, and I agree to assume full risk for any injury.

6. I hereby give the District consent to, and shall hold the District and staff harmless for, obtaining and/or administering emergency treatment to me in the event that I am unable to obtain prompt emergency medical attention on my own behalf as a result of illness, accident, or allergic reaction. I understand that I am responsible for reporting any accidents to the Volunteer Coordinator or a District Police Officer, within 24 hours of the incident.

VOLUNTEER: ________________________________ DATE: ______________

DISTRICT STAFF: ________________________________ DATE: ______________

***IF THE VOLUNTEER IS UNDER THE AGE OF 18, A PARENT OR LEGAL GUARDIAN MUST READ AND SIGN BELOW***

“By my signature I certify that I am the parent or legal guardian of this minor volunteer. I further certify that I have read, understood and consent to all stipulations of the above disclaimer and volunteer agreement, and hereby give my permission for the minor applicant to serve as a volunteer for the Forest Preserve District of Kane County.”

PARENT/GUARDIAN: ____________________________________________

PRINT NAME: ________________________________________________ DATE: ______________
Criminal History Background Check & Driver’s License Authorization Form

The Forest Preserve District of Kane County requires criminal background checks of all full-time and part-time employees, seasonals, interns and volunteers (over age 18). The District also requires drivers’ license checks for those classifications utilizing District vehicles and equipment. These measures are being instituted in an attempt to ensure the safety of participants, employees and volunteers.

VOLUNTEER INFORMATION

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth: ___ / ___ / ___ Month / Day / Year</th>
<th>Gender: M F (Circle One)</th>
<th>Race: W  B  I  A  U (Circle One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td></td>
<td>Codes: White…………………….W</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black……………….B</td>
</tr>
<tr>
<td>Driver’s License Number:</td>
<td></td>
<td>American Indian/Alaskan………….I</td>
</tr>
<tr>
<td>Driver’s License Expiration Date:</td>
<td></td>
<td>Asian/Pacific Islands……………...A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unknown………………………...U</td>
</tr>
</tbody>
</table>

Please note: The Illinois State Police does not have a code for “Hispanic”. It is recommended to use the code that most closely represents the individual. Typically, “U” is used if this cannot be determined, which includes all possible races in the search.

If you may be known by any other name (i.e., pre-marriage, alias), please indicate: ☐ Yes ☐ No

If so, when was the last year you used this name? __________________________

<table>
<thead>
<tr>
<th>Other Last Name:</th>
<th>Other First Name:</th>
<th>Other Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Last Name:</td>
<td>Other First Name:</td>
<td>Other Middle Initial:</td>
</tr>
</tbody>
</table>

I certify that the information provided above is true and complete. I understand that false or misleading information given in my volunteer application, interview(s) or on this form will render my application void and will result in termination in the event of my volunteer assignment. I authorize the District to make a criminal background investigation in arriving at a decision regarding my volunteer service. I further authorize the Illinois State Police to release criminal background information as part of the criminal background and the Secretary of State to release driving records as part of the driver’s license check to the Forest Preserve District of Kane County.

Signature: ___________________________ Date: ______________________
Special Event Evaluation

Event Date: _____________________   Event Name: _______________________________________________

Because you have volunteered at this event, your comments and suggestions will be useful in our event evaluation process. The information you provide will help the District improve the quality of future events.

Do you feel your time at this event was well spent? If no, please explain. _____________________________________________
____________________________________________________________________________________________

What did you like BEST about volunteering at this event? Why? _____________________________________________
____________________________________________________________________________________________

What did you like LEAST about volunteering at this event? Why? _____________________________________________
____________________________________________________________________________________________

Were you well informed prior to the event about your volunteer duties, where to go and what time to be at the event? ______________________________________________________________________________________

If you made suggestions to the Volunteer Coordinator or other staff members at the event, do you feel they were well received? ______________________________________________________________________________________

What suggestions do you have for future special events? _____________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Would you volunteer for this event again next year? Why or Why not? _____________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

If you have any further comments, please use the opposite side of this form. Thank you for your input! Your help as a volunteer is truly appreciated!
Volunteer Experience Evaluation

Name_______________________________________________ Date: ________________________________

Volunteer Position(s): ________________________________________________________________

Number of years volunteering with the District: _____________________________________________

1.) Do you feel your volunteer job is complimentary to your skills and interests?

_________________________________________________________________________________________
_________________________________________________________________________________________

2.) What are the positive and negative experiences you’ve had while volunteering?

_________________________________________________________________________________________
_________________________________________________________________________________________

3.) Do you feel you have been given adequate supervision and training?

_________________________________________________________________________________________
_________________________________________________________________________________________

4.) Do you feel you have been given enough feedback on your job performance?

_________________________________________________________________________________________
_________________________________________________________________________________________

5.) Do you feel your volunteer service is well valued and appreciated by the District?

_________________________________________________________________________________________
_________________________________________________________________________________________

6.) Do you have suggestions for improving the Volunteer Program?

_________________________________________________________________________________________
_________________________________________________________________________________________

7.) Would you suggest your friends and family to volunteer with the District as well? Why or Why not?

_________________________________________________________________________________________
_________________________________________________________________________________________

Please use the opposite side of this form if you have additional comments.