



Vermilion County
CONSERVATION DISTRICT
Recreation · Education · Conservation

Volunteer Job Descriptions

For more information, please contact:
Lara Danzl, Volunteer Coordinator
217-442-1691
ldanzl@vccd.org

Volunteer Job Description

Job Title: _____ Trail Steward Volunteer _____

Place of Activity: _____ Vermilion County Conservation District Parks _____

Supervisor Name and Title: _____ Lara Danzl, Volunteer Coordinator _____

Days/Hours Needed: _____ Flexible, as needed _____

Duration of Service: Seasonal (or) Year-Round

Duties:

Trail stewards evaluate the conditions of hiking trails. Volunteers can select one or more trails to steward. The trails may be hiked any time during park hours. Trails may be hiked as often as the volunteer has time. The volunteer will report trail conditions (damaged sections, mowing needed, illegal use, etc.) to Lara Danzl either by email (ldanzl@vccd.org), phone (217-442-1691), or by completing the trail maintenance reporting form found online at <https://vccd.org/volunteers/>. While walking the trail, the volunteer is asked to collect any garbage or unwanted debris along the trail. The volunteer is not required to do any major improvements or repairs to the trail, unless a special request, approved by park staff, is made. Volunteers may also request to monitor the trail year-round if desired, or monitor a different trail each time they hike.

Purpose/Function:

Trail Monitoring allows the park staff to know about the conditions of the trails and if any repairs or maintenance work is needed. Volunteer Trail Stewards also perform an invaluable service by cleaning up the trails for park visitors to enjoy.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable. Volunteers should also be in good physical condition to hike trails.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: Kickapoo Rail Trail (KRT) Steward

Place of Activity: VCCD-managed section of the KRT

Supervisor Name and Title: Lara Danzl, Volunteer Coordinator

Days/Hours Needed: Flexible, on a bi-weekly basis

Duration of Service: X Seasonal (or) X Year-Round

Duties:

KRT Stewards may adopt a section or rotate different sections of the trail and evaluate the condition of the trail on a bi-weekly basis during the summer months (or into the winter months if they would like). The volunteer will report trail conditions (damaged sections, mowing needed, illegal use, etc.) to Lara Danzl either by email (ldanzl@vccd.org), phone (217-442-1691), or by completing the trail maintenance reporting form found online at <https://vccd.org/volunteers/>. While monitoring the KRT, the volunteer is asked to collect any small garbage or unwanted debris along the trail. The volunteer is not required to do any major improvements or repairs to the trail, unless a special request, approved by park staff, is made. If a KRT Steward notices illegal activity, they are not to confront or say anything to the offender(s) but instead to report the incident to Lara Danzl.

Purpose/Function:

KRT monitoring informs park staff of current conditions if any repairs or maintenance work is needed. Volunteer KRT Stewards also perform an invaluable service by cleaning up the trail for visitors to enjoy.

Qualifications and Desired Skills:

KRT Stewards need to be familiar with the rules and regulations of the KRT, found at <https://www.onekrt.org/>. Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable. Volunteers should also be in good physical condition to hike trails.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: Kennekuk Education Center Volunteer

Place of Activity: Kennekuk Education Center, Kennekuk County Park

Supervisor Name and Title: Lara Danzl, Volunteer Coordinator

Days/Hours Needed: Weekends, 1:00 PM to 4:00 PM

Duration of Service: Seasonal Year-Round

Duties:

Volunteers will greet people who come into the Kennekuk Environmental Education Center and encourage them to sign the guest book located in the main foyer of the building. Volunteers will be provided with fact sheets to answer questions from the visitors. Please periodically straighten and clean the building, including the restrooms. Patrol staff will unlock the building and can answer any questions you may have, and will try to check in during the afternoon. Volunteers may also bring a friend, book, craft, or hobby to enjoy the afternoon.

Purpose/Function:

By having volunteers, it allows the general public to enjoy the building and to learn about the flora and fauna of Vermilion County. Hosting the building allows visitors to learn more about the VCCD.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: Gannett Education Center Volunteer

Place of Activity: Forest Glen Preserve

Supervisor Name and Title: Lara Danzl, Volunteer Coordinator

Days/Hours Needed: Weekends, 1:00 PM to 4:00 PM

Duration of Service: Seasonal Year-Round

Duties:

Volunteers greet people who come into the Gannett Education Center, and encourage them to sign the guest book. Volunteers will be provided with a fact sheet to answer any questions from the visitors. Please periodically clean and straighten the building, including the restrooms. Volunteers may spend time reading a book or working on a favorite craft or hobby. Patrol Staff will unlock the cabin and answer any questions you may have, and will try to check in through the afternoon. Volunteers may also bring along a friend to enjoy the afternoon.

Purpose/Function:

By having volunteers, it allows the general public to enjoy the education center and to learn about the flora and fauna of Vermilion County. Hosting the building allows visitors to learn more about the VCCD.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: _____ Historic Building Volunteer _____

Place of Activity: _____ Bunker Hill Historic Area, Kennekuk County Park _____

Supervisor Name and Title: _____ Lara Danzl, Volunteer Coordinator _____

Days/Hours Needed: _____ Weekends, 1:00 PM to 4:00 PM _____

Duration of Service: Seasonal Year-Round

Duties:

Volunteers greet people who come into the historic building, and encourage them to sign the guest book located in each building. Volunteers will be provided with a fact sheet to answer any questions from the visitors. Please periodically clean and straighten the building. Volunteers can dress in period clothing if desired, and may spend time reading a book or working on a favorite craft or hobby. Patrol Staff will unlock the building and answer any questions you may have, and will try to check in through the afternoon. Volunteers may also bring along a friend to enjoy the afternoon.

Purpose/Function:

By having volunteers, it allows the general public to enjoy the historic buildings and to learn about the history of Vermilion County. Hosting the building allows visitors to learn more about the VCCD.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: _____ Historic Building Volunteer _____

Place of Activity: _____ Pioneer Homestead Cabin, Forest Glen Preserve _____

Supervisor Name and Title: _____ Lara Danzl, Volunteer Coordinator _____

Days/Hours Needed: _____ Weekends, 1:00 PM to 4:00 PM _____

Duration of Service: Seasonal Year-Round

Duties:

Volunteers greet people who come into the cabin, and encourage them to sign the guest book located in the building. Volunteers will be provided with a fact sheet to answer any questions from the visitors. Please periodically clean and straighten the building. Volunteers can dress in period clothing if desired, and may spend time reading a book or working on a favorite craft or hobby. If you plan on selling crafts while volunteering, please let us know ahead of time so that we may advertise for you. Patrol Staff will unlock the cabin and answer any questions you may have, and will try to check in through the afternoon. Volunteers may also bring along a friend to enjoy the afternoon.

Purpose/Function:

By having volunteers, it allows the general public to enjoy the cabin and to learn about the history of Vermilion County. Hosting the building allows visitors to learn more about the VCCD.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: _____ Special Event Volunteer _____

Place of Activity: _____ Vermilion County Conservation District Parks _____

Supervisor Name and Title: _____ Lara Danzl, Volunteer Coordinator _____

Days/Hours Needed: _____ Varies, depending on Special Event _____

Duration of Service: _____ Seasonal _____ Year-Round

Duties:

Duties of a Special Event Volunteer vary depending on the event. Volunteers may be asked to work with concessions, children, equipment, admission, gates, parking, kitchen duties, food service, or special projects. If you have questions about the duties of a particular event, please contact the Volunteer Coordinator.

Purpose/Function:

The Vermilion County Conservation District provides many community-oriented special events for the area. Special event volunteers add to the success of the program with district staff.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Different special events require different skills and qualifications.

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.

Volunteer Job Description

Job Title: Conservation District Gardener

Place of Activity: Vermilion County Conservation District Parks

Supervisor Name and Title: Lara Danzl, Volunteer Coordinator

Days/Hours Needed: Flexible, as needed

Duration of Service: Seasonal Year-Round

Duties:

Volunteers are required to maintain a pre-assigned garden area on a bi-weekly basis during the summer months. The volunteer can plant native plants, trim flowers and bushes, pull weeds, clip dead flower tops, and collect any unwanted debris or garbage in the garden area. Volunteers need to report date and time spent volunteering to the Volunteer Coordinator. A brief description of work done or issues encountered can also be shared with Volunteer Coordinator. Volunteers are asked to bring their own gardening tools, but the district can provide some tools. Volunteers can also request to make improvements on garden areas, but must be approved by park staff before beginning.

Purpose/Function:

Volunteers who maintain the gardens in the parks help the park staff during the busy summer months. Volunteer Gardeners inform park staff about the conditions of the gardens and if any major repairs or maintenance work is needed. Volunteer Gardeners also perform an invaluable service by cleaning up and beautifying the garden areas for park visitors to enjoy.

Qualifications and Desired Skills:

Volunteers should be friendly and outgoing. Volunteers should also enjoy meeting people and making new friends. Volunteers do not need to wear formal clothing, as casual clothing is acceptable. Volunteers should also have the desire to be outdoors and be in good physical condition. It is very important that the volunteer has a basic knowledge of fauna (flowers, plants, and weeds).

Training/Orientation:

Training will be provided to volunteers on an as-needed basis. Training is available upon request from the volunteer.