



Volunteer Services Specialist

Forest Preserve District of DuPage County

Contact Name: HR Office N/A

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Contact Phone: 630-933-7682

Closing Date:

Salary: \$24.67 – 26.96 per hour

Description:

The **Volunteer Services Specialist** supports the district's mission by actively engaging, recruiting, onboarding, and coordinating volunteers for the wide range of programs across the district. This position will work collaboratively with multiple teams to support and help grow volunteer involvement and grow meaningful experiences.

What You'll Do

- Serve as a primary point of contact for volunteer inquiries, facilitating individuals through screening, placement, and onboarding processes.
- Process volunteer applications, verify required documentation, conduct background and reference checks, and coordinate interviews and placements with district staff.
- Plan and deliver volunteer orientation sessions and maintain related training and presentation materials.
- Build and maintain positive working relationships with volunteers, District staff, community organizations, and partner agencies.
- Coordinate and support volunteer programs and service projects, including Eagle Scout and Gold Award initiatives, community workdays, and corporate volunteer events.
- Maintain accurate and confidential volunteer records, applications, waivers, training verifications, and compliance documentation.
- Track, compile, and report volunteer program data to support internal needs and external reporting requirements.
- Assist with volunteer recognition and appreciation activities to promote engagement and retention.
- Utilize volunteer management and office software systems to organize program information and support daily operations.
- Promote a safe, supportive, and service-oriented work environment while assisting with volunteer activities conducted both indoors and outdoors.
- Perform other related duties as assigned.

What You'll Need

- Must be 18 years of age or older at time of hire.

- Skilled Trades & Technical Training in a related field required; ; 1-3 years of related experience working with and overseeing volunteers; or equivalent combination of education, training, and experience. Associate's Degree preferred.
- Valid Driver's License in good standing.
- Must have and maintain Illinois Mandated Reporter certification or obtain upon hire.
- Must have and maintain CPR, AED, and First Aid Certification or obtain within 6 months.
- Thorough knowledge of the field of volunteerism and experience working or volunteering in an outdoor setting.
- Strong written and verbal communication skills, including speaking in front of groups.
- Familiarity with district activities, services, and resources.
- Proficiency with Microsoft Office Suite and volunteer management software (e.g., Volgistics).
- Excellent customer service skills and ability to work with a variety of constituencies both internally and externally.
- Ability to provide an analysis of statistical data.
- Strong organizational and time management skills, with the ability to manage multiple tasks and priorities simultaneously in a quick-paced environment.
- Demonstrated ability to work collaboratively with volunteers and staff to achieve program goals.
- Capacity to acquire and apply knowledge of procedures, rules, regulations, and services specific to the assigned office.
- Proficiency in interpreting and applying written and verbal instructions, ensuring accurate execution.

Why Join Us

- Contribute to a program of over 1,000 volunteers and watch as your work directly impacts the operations of the district.
- Help new volunteers connect to nature and find meaningful ways to give back to their community.

Schedule, Pay, & Benefits

- Office hours are Monday-Friday 8:00 am – 4:30 pm. This position will regularly need to attend or support events outside of normal office hours.
- Starting Pay: \$24.67 – 26.96 per hour.
- We offer an outstanding and affordable benefit package including vacation, holiday, and sick time, as well as medical, pension program, and more. To find out more, visit our website.

Work Setting

- Based out of the headquarters facility in Wheaton, IL and requires visits to various Forest Preserve locations and work sites throughout DuPage County.

Apply Today

Follow the **link** to apply directly and be considered for the position.

Additional information about the position and job duties can be found in the attached job description or on our website.

The Forest Preserve District of DuPage County is an equal opportunity employer.