



# Pioneer Sholes School Volunteer

## Position Description

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### 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:

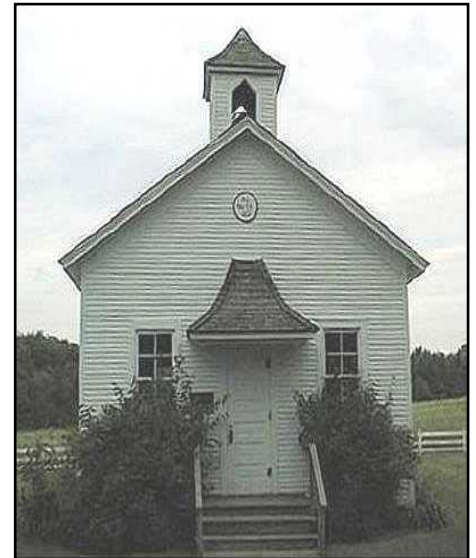
Leading school groups and public tours interpreting a typical school day in the 1880s while dressed in period clothing. May assist in special holiday events at the school.

### 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.