



Park Host Manual



Parks Department

500 Hilda Street | Oregon City, OR 97045
Phone (971) 204-4602 | Fax (503) 656-7488

Host Opportunities and Amenities

The beauty of the Pacific Northwest and the historic sites attract millions of visitors annually. There is a great deal to see and do within Oregon City. The parks in the city are well-used and loved by the community. Within the city parks, there are two sprayparks, a skatepark, one boat launch, four off-leash dog areas, one fenced dog park and multiple ball fields. Volunteers are an integral part of the successful operation of the parks.

Park Hosts in the city support park operations and provide a valuable point of contact for visitors in the parks. Hosts temporarily reside in a recreational vehicle (RV) in a designated location in the park.

The primary role of a park host is to provide information and assistance to park visitors as needed. Hosts must be available to perform certain tasks within specified timeframes. Park hosts will regularly interact with people using the park for park shelter reservations, special events, sports practices, and games. It is important that hosts be knowledgeable about the parks and community. They will need to provide information about usage of the parks and rules and regulations, as needed.

The City is looking for hosts willing to serve a minimum 3-month duration unless a shorter time length is established by the Parks Manager. The intent of the Park Host Program is not to provide semi-permanent housing or a place for individuals to reside while working elsewhere in the community.

Park Host location of assignments may be requested, but final location determination is made based on operational needs and availability. Return hosts are not guaranteed placement at a specific park.

Park Locations:

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|--------------------------------|-------------------------|
| • Chapin Park (1 host) | 340 Warner Parrott Road |
| • Clackamette Park (2-3 hosts) | 1955 Clackamette Drive |
| • Hillendale Park (1 host) | 19260 Clairmont Way |
| • Park Place Park (1 host) | 16180 Front Avenue |
| • Wesley Lynn Park (1 host) | 12901 Frontier Parkway |

Oregon City Park Host program includes the use of a RV site for the duration of term of service. Clackamette RV Park offers power and water hookup with on-site dump station access. All other park host sites offer full hookup.

Hosts are insured by the City of Oregon City for liability and workers compensation while performing volunteer duties.

Qualifications

The qualifications must be met and maintained for entirety of term as a Park Host.

- Must be at least 25 years of age
- Ability to pass criminal background check for each adult 18+ residing in the RV
- Must possess good communication skills
- Demonstrate courteousness and display a helpful attitude to all visitors of the park, even in stressful situations
- Able to carry out all the host duties and responsibilities which include physical activity
 - Safely lift to 40 pounds
 - Bending
 - Stretching
 - Pulling
 - Walking
- Ability to work in and adapt to changing conditions that are primarily outside in hot, cold, wet, windy, or other adverse weather
- Ability to accrue a recommended rate of no less than two hours daily (hours worked by spouses meet the daily minimum requirement)
- Work weekends and all holidays during their term
- Work under the direction of the Parks Manager and in conjunction with full-time and seasonal park staff
- Maintain good working relationship with fellow hosts
- Must have a suitable RV that is fully self-contained, in good repair with current tags

Host Duties and Responsibilities

Hosts will be trained in the following duties and responsibilities for Chapin Park, Clackamette Park, Hillendale Park, Park Place Park and Wesley Lynn Park: Park procedures, rules and regulations, and host responsibilities. Hosts will be supervised by Parks Department management and staff.

A statement of duties for each park host position include, but are not limited to the following:

- Maintain facilities and grounds
 - Wear host vest provided by Parks Department while on duty in the park
 - Walk through entire park in the morning, afternoon, and evening
 - Open gates daily at 5:00 a.m. and close nightly at 10:00 p.m.
 - Clean, sanitize and stock restrooms (place restroom closed signs during cleaning)
 - Empty trash receptacles
 - Clean picnic tables and grills and dispose of ashes
 - Limb pickup in public areas
 - Maintain a litter-free facility by using a pick stick to clean up around the park

- Pick up cigarette butts
- Check dump station drain and clear of wipes or debris
- Report problems or unsafe or hazardous conditions to parks management or police, as applicable
- Assist visitors in the park and answer questions and explain rules and regulations
- Assist with Shelter Reservations
 - Make sure shelter is clean and ready prior to reservations
 - Place “Shelter Reserved” signs for reservations and special events
 - Following reservation, make sure shelter is clean and garbage is emptied
 - Relay to park staff if cleaning is required or damage has occurred in the shelter or park following events beyond typical use
- Communicate with park staff regarding stocking park supplies, park concerns, vandalism, or graffiti.

Additional duties and responsibilities for Clackamette RV Park only:

- Perform certain administrative tasks
 - Greet RV Park guests as they arrive (between hours of 5am-10pm)
 - Verify guests have valid plates or temporary permit clearly displayed at all times
 - Check daily for current reservation tag displaced in window
- Be observant of potential problems including leaking tanks or RV repairs or service in the park and address as needed.

If services are no longer needed, park rules are violated or expectations of the position cannot be met, the city can terminate the relationship with the park host and vacate the premises within the timeframe determined by the Oregon City Parks and Recreation Management.

Standards of Conduct

While on duty, hosts are a representative of the City of Oregon City. Hosts must maintain a professional standard code of conduct. It is very important that hosts speak and act courteously and professionally. Hosts are expected to be a model camper by maintaining a clean and orderly area around assigned site.

Hosts are not expected to handle a situation that is out of their scope of duties as a park host and violations or emergencies should be reported to either the Parks Department or Police.

Hosts must comply with Park Rules, Regulations and Ordinances of the City (see attachment).

Oregon City Parks have a smoke and tobacco free ordinance. Smoking is permitted only within the hosts RV. Smoking is not permitted in other areas of the park.

Hosts may not appear for volunteer service under the influence of alcohol or illegal drugs.

Host Site

Hosts will be assigned a site that is in a location that is clearly visible so host can provide the best service in relation to duties of the job. Host sites have water, electrical hookup, and sewer hookup at some parks. Host must have reliable transportation to move RV/trailer at any time for emergency purposes.

House pets are permitted with approval but not to exceed two pets at the site. Hosts must abide by all leash requirements within the park. No animal pens/cages are allowed outside of the RV.

Hosts are expected to be model campers for park visitors and must maintain a clean, organized campsite. Area outside RV/trailer cannot be used for storage of items. Host must follow all park rules and ordinances, unless otherwise approved by the Park Manager.

Problems in the Park

Hosts should be aware and observant of activities happening in the park. If there is a problem in the park, information can be relayed to the Parks Department office in person, with a phone call to 971-204-4602, or email at parksinfo@orccity.org.

If there is a situation with a park visitor, the Host can attempt to address the problem. If the park visitor seems cooperative, the host can ask the visitor to correct the problem. If the problem persists and needs to be addressed with concern of damage or harm, Non-Emergency Police can be contacted at 503-655-8211. If the situation is an emergency, call 911.



PARK RULES AND ORDINANCES

PARK RULES AND INFORMATION:

- * Parks are closed from 10:00 PM - 5:00 AM. It is unlawful for persons to be in the parks between these hours
- * Pets are welcome, but must be leashed - and please clean up after your pets
- * ALCOHOL is not permitted in Oregon City Parks
- * Motorized vehicles, electric bikes or other power operated vehicles are prohibited on park property
- * No water balloons, silly string, chalk or confetti are allowed anywhere in the parks
- * BBQ's are allowed in designated receptacles or you may bring your own self-contained BBQ (with the exception of Canemah Children's Park and Rivercrest Spraypark)
- You are responsible for the safe disposal of the coals and grease off-site
- * No stakes are to be driven into the ground for any reason without prior permit approval and locating
- * No firearms or fireworks
- * You are responsible for your litter-if you cannot find a trash disposal bin, please follow "pack it out" policy

We appreciate your efforts to leave the park clean for others to enjoy

CLACKAMETTE RV PARK RULES:

Clackamette RV Park Rules:

- * Quiet hours are 10:00 p.m. – 7:00 a.m.
- * Clackamette Park gates are closed from 10:00 p.m. - 5:00 a.m. daily. If you are out after gate closure, you may walk in to your RV. Make sure your guests are out by 10:00 p.m.
- * No washing of vehicles or properties
- * No RV repair, service, or work of any kind to be done at the Park; RV must be towed off site
- * No tents allowed
- * No camp fires or fire rings are allowed
- * No fireworks or firearms are allowed
- * NO ALCOHOL in Oregon City Parks
- * No amplified music or public address systems, except by permit
- * No generators allowed

PET RULES:

- * All pets must be on leashes
- * Pets must not be noisy, unruly, or be a disturbance to other visitors
- * Pets left unattended must be inside owner's RV
- * Pet owners must clean-up after their pet's waste

CITY ORDINANCES & STATE STATUTES:

Oregon City Park Exclusion: Ordinance No. 16-1011	Effective Date: December 2, 2016
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An ordinance of the City of Oregon City amending the Oregon City Municipal Code creating Section 12.16.070 to allow for exclusion of individuals from Oregon City Parks.

Oregon City Smoke and Tobacco Free Parks: Ordinance No. 16-1012	Effective Date: December 2, 2016
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An Ordinance of the amending Section 12.16.020 of the Oregon City Municipal Code to ban the use of tobacco in public parks within Oregon City Parks.

Oregon City Hold Harmless/Recreational Land/Facility Liability

NOTICE: Oregon law (ORS 105.682, et seq.) provides that the City of Oregon City is not liable in contract or tort for injury, death, or property damage that arises out of use of land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. The fee you paid is only for use of the reserved park shelter. Other uses of this park, or any use of the property outside the reserved facility are not subject to a charge and, therefore, the City of Oregon City is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.