



VOLUNTEER PARK HOST APPLICATION

Note: Applicants must be able to pass a criminal background and drug test.

PURPOSE OF HOST:

To greet and provide services to visitors of Oregon City's Parks, encourage compliance with park rules and assist staff in selected maintenance tasks.

PARK LOCATIONS:

Chapin Park	340 Warner Parrott Road
Clackamette Park	1955 Clackamette Drive
Hillendale Park	19260 Clairmont Way
Park Place Park	16180 Front Avenue
Wesley Lynn Park	12901 Frontier Parkway

NUMBER OF HOSTS PER PARK:

There is one Park Host location per park with the exception of Clackamette Park where there may be up to two park hosts. An individual or couple may act as host.

INSURANCE:

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

RECREATION VEHICLE:

All Park Host locations have full hook-up and water with sewer and local telephone access. Wesley Lynn Park is the exception where there is a parking pad only and no hook-ups.

LENGTH OF STAY:

Host assignment and duration of stay is at the pleasure of the City. The typical minimum length of stay is three months; maximum length of stay may be up to one year for seasonal hosts. Hosts may request in writing to extend at their assigned location for longer than three months or to move to another park if there is an opening. Permission to remain longer or move parks will be decided based on needs of the City and individual park host job performance.

VOLUNTEER PARK HOST JOB DESCRIPTION:

Greet and assist park visitors, answer questions, receive comments and pass out publications. Be a viable representative of the Park and Recreation Department, with knowledge of park rules and regulations. The Park Host is not required to enforce the rules.

Be informed about the park setting, location of other parks, and local attractions and activities.

Be observant of activities within the park that require attention by park staff or law enforcement and contact help when emergencies occur. Call 911 for emergency or police.

Promote pride in our parks by maintaining a clean campsite and performing minor maintenance tasks, such as daily litter pick up and emptying of garbage cans.

On a daily basis:

- Park hosts must work a minimum of two hours per day 7 days a week.
- Open the gates at 5:00 AM and close the gates at 10:00 PM.
- Walk through the park, noting any problems or concerns, and bring such problems and concerns to the attention of Oregon City parks staff.
- Clean restrooms on a daily basis.
- Clean shelter areas and have ready for reserved use.

In Clackamette Park on a daily basis, the Park Host has the following additional duties:

- Record RV license numbers in the evening at the RV Park.

Determine any additional duties and responsibilities through discussion with the Park Operations and Facilities Manager. Park and Recreation staff may add or delete special hosting assignments, as well as lengthen a host's stay, on an individual park basis as operational needs change. Please check with the Park Staff if you have any questions.

HOW TO APPLY:

Prospective park hosts must apply with a new application each calendar year. Obtain a Park Host Application from Oregon City Parks and Recreation, Park/Cemetery Operations Division located at 500 Hilda Street, Oregon City, OR 97045 or online at www.orcity.org.

Mail, email, fax, or deliver your completed application to Oregon City Parks and Recreation, Park/Cemetery Operations Division, 500 Hilda Street, Oregon City, OR 97045.

**OREGON CITY PARKS AND RECREATION
VOLUNTEER PARK HOST APPLICATION**

All adults who will be residing in the park must complete this form.

Successful applicant(s) will be contacted for an interview. Candidates will be interviewed in person, except in the case of returning park hosts.

Applicant #1

Last Name: _____

First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Message Number: _____

Are you employed? _____ Retired? _____

Name of Employer: _____

Phone number of employer: _____

Applicant #2

Last Name: _____

First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Message Number: _____

Are you employed? _____ Retired? _____

Name of Employer: _____

Phone number of employer: _____

Have you hosted in other parks? Yes _____ No _____

Park _____ Date _____

Park _____ Date _____

Is there any reason you could not perform the expected tasks of a Park Host?

Yes: _____ No: _____

If yes, please

explain: _____

Type of Recreational Vehicle:

Camper: _____ Trailer: _____ 5th Wheel: _____ Motor Home: _____

Size of Recreational Vehicle: _____ Year of Recreational Vehicle: _____

State briefly your reasons for volunteering for a Park Host position:

Criminal History Verification of Applicants:

The following questions are to assist in determining a prospective volunteer’s fitness as an applicant. The City will conduct a criminal background check on all prospective volunteers. A “Yes” answer does not automatically disqualify a prospective volunteer. If you answer “Yes” to any question, please provide details on a separate sheet, including the state where the conviction occurred. Each situation will be evaluated individually:

- Have you ever been convicted of any crime other than a minor traffic offence?

YES NO

- Have you ever been subject to a court order barring you from contact with any minor children and/or senior citizen?

YES NO

- Other than the above, is there any fact or circumstance that would call into question your ability to supervise, guide and care for children and/or senior citizens?

YES NO

I hereby give the City of Oregon City permission to check civil and criminal records to verify any statement made on this form. I also hereby give the City permission to contact persons or organizations named in the application, or contact any person or organization that may have information concerning me to verify any statement made on this form. I hereby release and agree to hold harmless the City of Oregon City, its employees and volunteers.

The facts set forth on this Application are true and correct to the best of my knowledge. I understand that false statements on this form will be considered sufficient cause to deny my application to be accepted as a volunteer or to dismiss me from volunteer work.

Signature

Date

References

(Not related to you)

1: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

2: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

3: Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Occupation: _____
Relationship: _____
Number of years known: _____

Dated: _____

Applicant #1 Name: _____

Applicant #1 Signature: _____

Applicant #2 Name: _____

Applicant #2 Signature: _____

City of Oregon City

AUTHORIZATION FORM TO CONDUCT CRIMINAL HISTORY BACKGROUND CHECK, AND VERIFICATION OF DRIVING RECORD AND STATUS

All employment applicants and volunteers are required to sign a Criminal History Background Check authorization form per Ordinance 01-1031 as part of the application process with the City of Oregon City.

“I, the undersigned, hereby authorize the City of Oregon City to conduct a Criminal History Background Check as part of my employment or volunteer application process. In addition I authorize the City to conduct a check of my driving record and status. I hereby release and agree to hold harmless the City of Oregon City, its employees and volunteers.”

Applicant/volunteer please sign, date and complete all information requested below. (Use black or blue ink.)

NOTE: ALL AREAS MUST BE COMPLETED OR THE BACKGROUND CHECK WILL BE REJECTED AS INCOMPLETE.

Signature _____ Dated _____

First Full Middle Last (Print)

Address _____

City, State, Zip _____

Driver's License # _____ SSN _____ Race _____

Sex: Male Female Date of Birth _____

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FOR OFFICIAL USE ONLY

Date of Request: _____ City of Oregon City Dept _____

To: Oregon City Police Department
From: City of Oregon City Human Resources Department

Please conduct a Criminal History Background Check and driving record/status check on this applicant or volunteer. Contact Human Resources with the results.

Date completed: _____ By: _____ Results: No Criminal Record
 Criminal Record

Date HR notified of results: _____

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