



OREGON STATE PARKS AND RECREATION DEPARTMENT

APPLICATION for NEW PARK HOST VOLUNTEERS

(Use this form for up to two volunteer applicants with the same mailing address.
If at a different address, attach a separate application for each person.)

Rec'd _____

Ent'd _____

Initials _____

Conf. PC _____

Application for the _____ Calendar Year # of People Occupying Host Site _____

1st Applicant's Last Name: _____ First Name: _____ Middle Initial: _____

2nd Applicant's Last Name: _____ First Name: _____ Middle Initial: _____

Full Name(s) of other people staying with you at host site: (Please check box after name if these people are NOT planning to host)

_____ _____

Will you have a pet with you? Yes No (Current rabies vaccination certificates are required; be sure to bring with you)

PART 1: Contact Info

Primary Mailing Address:

Alternate Address:

Street:	Street:
City, ST, Zip:	City, ST, Zip:
Primary Phone #: circle: (land line, cell, msg, work)	Primary Phone #: circle: (land line, cell, msg, work)
2nd/Alternate Phone #: circle: (land line, cell, msg, work)	2nd/Alternate Phone #: circle: (land line, cell, msg, work)
Is this mail forwarding address only? <input type="checkbox"/> Yes <input type="checkbox"/> No	At what times of the year can mail reach you here?
If no, at what time(s) of the year can mail reach you here?	What's the best way to contact you? circle: (primary ph., alternate ph., e-mail)
Primary E-Mail Address:	Secondary E-Mail Address:

PART 2: Job History/Skill Assessment (Applicant #1):

Are you retired? Yes No

Previous Occupation (s): _____

Current Occupation: _____

Please check the box of those skills/duties that you are interested in performing at our parks. After each, please circle whether you have either (E) - Experience in this skill, or (I)- Interest in gaining this skill. Use the blank lines to indicate other professional, vocational or personal skills you have that you'd like to contribute.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Customer Service (cse) E/I | <input type="checkbox"/> General Interpretation (int) E/I | <input type="checkbox"/> Maintenance (mnt) E/I | <input type="checkbox"/> Training/Supervision (trn) E/I |
| <input type="checkbox"/> Computer Skills (cmp) E/I | <input type="checkbox"/> Public Speaking (spk) E/I | <input type="checkbox"/> Small Engine Repair (rpr) E/I | <input type="checkbox"/> Youth Programs (yth) E/I |
| <input type="checkbox"/> Recycling (recy) E/I | <input type="checkbox"/> Animal & Bird ID (aml) E/I | <input type="checkbox"/> Electrical (elec) E/I | <input type="checkbox"/> Env. Education (enved) E/I |
| <input type="checkbox"/> Research (res) E/I | <input type="checkbox"/> Plant ID/Botany (bot) E/I | <input type="checkbox"/> Construction (cons) E/I | <input type="checkbox"/> Recreation/Games (rcp) E/I |
| <input type="checkbox"/> Routing/Sign Making (sgn) E/I | <input type="checkbox"/> Oregon History (ORhst) E/I | <input type="checkbox"/> Painting (pnt) E/I | <input type="checkbox"/> Crafts (cft) E/I |
| <input type="checkbox"/> Security (scty) E/I | <input type="checkbox"/> Lighthouse History/Tours (LHtr) E/I | <input type="checkbox"/> Masonry (msn) E/I | <input type="checkbox"/> Campfire Programs (cfpg) E/I |
| <input type="checkbox"/> Safety Training (sft) E/I | <input type="checkbox"/> Walking Tours (wlktr) E/I | <input type="checkbox"/> Plumbing (plmb) E/I | <input type="checkbox"/> Photography (pho) E/I |
| <input type="checkbox"/> Store Operations (stop) E/I | <input type="checkbox"/> Kayak Tours (ktr) E/I | <input type="checkbox"/> Mowing/Weeding (mow) E/I | <input type="checkbox"/> Writing/Journalism (wrt) E/I |
| <input type="checkbox"/> Visitor Center Operations (vcop) E/I | | <input type="checkbox"/> Gardening/Landscaping (gdn) E/I | |
| <input type="checkbox"/> Other: | | | |

Licenses/Certificates/Training: (Include year of last training and expiration date, if applicable)

Teaching _____ Q Customer Service Training _____ First Aid/CPR _____
(which subjects/grades?)

Interpretive _____ Verbal Judo Training _____ Other _____

Driver's License State of Issue: _____ Exp. Date: _____

PART 2: Job History/Skill Assessment (Applicant #2):

Are you retired? Yes No

Previous Occupation (s): _____

Current Occupation: _____

Please check the box of those skills/duties that you are interested in performing at our parks. After each, please circle whether you have either (E) - Experience in this skill, or (I)- Interest in gaining this skill. Use the blank lines to indicate other professional, vocational or personal skills you have that you'd like to contribute.

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Customer Service (cse) E/I | <input type="checkbox"/> General Interpretation (int) E/I | <input type="checkbox"/> Maintenance (mnt) E/I | <input type="checkbox"/> Training/Supervision (trn) E/I |
| <input type="checkbox"/> Computer Skills (cmp) E/I | <input type="checkbox"/> Public Speaking (spk) E/I | <input type="checkbox"/> Small Engine Repair (rpr) E/I | <input type="checkbox"/> Youth Programs (yth) E/I |
| <input type="checkbox"/> Recycling (recy) E/I | <input type="checkbox"/> Animal & Bird ID (aml) E/I | <input type="checkbox"/> Electrical (elec) E/I | <input type="checkbox"/> Env. Education (enved) E/I |
| <input type="checkbox"/> Research (res) E/I | <input type="checkbox"/> Plant ID/Botany (bot) E/I | <input type="checkbox"/> Construction (cons) E/I | <input type="checkbox"/> Recreation/Games (rcp) E/I |
| <input type="checkbox"/> Routing/Sign Making (sgn) E/I | <input type="checkbox"/> Oregon History (ORhst) E/I | <input type="checkbox"/> Painting (pnt) E/I | <input type="checkbox"/> Crafts (cft) E/I |
| <input type="checkbox"/> Security (scty) E/I | <input type="checkbox"/> Lighthouse History/Tours (LHtr) E/I | <input type="checkbox"/> Masonry (msn) E/I | <input type="checkbox"/> Campfire Programs (cfpg) E/I |
| <input type="checkbox"/> Safety Training (sft) E/I | <input type="checkbox"/> Walking Tours (wlktr) E/I | <input type="checkbox"/> Plumbing (plmb) E/I | <input type="checkbox"/> Photography (pho) E/I |
| <input type="checkbox"/> Store Operations (stop) E/I | <input type="checkbox"/> Kayak Tours (ktr) E/I | <input type="checkbox"/> Mowing/Weeding (mow) E/I | <input type="checkbox"/> Writing/Journalism (wrt) E/I |
| <input type="checkbox"/> Visitor Center Operations (vcop) E/I | | <input type="checkbox"/> Gardening/Landscaping (gdn) E/I | |
| <input type="checkbox"/> Other: _____ | | | |

Licenses/Certificates/Training: (Include year of last training and expiration date, if applicable)

- Teaching _____ (which subjects/grades?) Q Customer Service Training _____ First Aid/CPR _____
- Interpretive _____ Verbal Judo Training _____ Other _____
- Driver's License State of Issue: _____ Exp. Date: _____

PART 3: Park Host Type

Please refer to the enclosed *Park Host Definitions & Duties* sheet for a listing of general duties for different types of park hosting jobs before answering this next section. Then check all boxes that apply.

I/We are interested in the following types of hosting assignments:

- | | |
|--|--|
| <input type="checkbox"/> Campground Host | <input type="checkbox"/> Interpretive Host (Complete Supplement B – OPRD Interpretive Host Questionnaire) |
| <input type="checkbox"/> Maintenance Host | <input type="checkbox"/> Extended Stay/Special Project Host (<i>more than 3 months</i>) |
| <input type="checkbox"/> Visitor Services Host | <input type="checkbox"/> Emergency Fill-in (<i>last minute or less than 1 month</i>) |

- I/We **would/would not** (circle one) be willing to perform yurt or cabin cleaning duties
- I/We would like to be placed on a waiting list until the parks I desire have openings
- I/We would like to be placed on a waiting list for **any park**
- Please Call! I am/We are willing to consider other assignments as needed

PART 4: Past Hosting Work

Have you been a host at other parks or recreation areas? Yes No If yes, please complete the info below. List most recent experiences first and include all assignments during the last year you hosted. Attach 2nd sheet if you need more room.

- 1) Park: _____ State: _____ Public or Private
- Host Type/Duties: _____
- Dates (from/to): _____ Contact Name & Phone #: _____
- 2) Park: _____ State: _____ Public or Private
- Host Type/Duties: _____
- Dates (from/to): _____ Contact Name & Phone #: _____
- 3) Park: _____ State: _____ Public or Private
- Host Type/Duties: _____
- Dates (from/to): _____ Contact Name & Phone #: _____
- 4) Park: _____ State: _____ Public or Private
- Host Type/Duties: _____
- Dates (from/to): _____ Contact Name & Phone #: _____

PART 5: My/Our Park Preferences, Dates of Availability & Park Assignments

(Refer to the maps and materials in your host packet to answer this section.)

Use the chart below to indicate the park locations where you'd like to work and the months you are available. Keep in mind that if you list only specific parks, others will likely not call you. If you'd like to be considered for an entire geographic region, list them instead. If you can be flexible, please write *any park* or *open*. Your chances of landing an assignment are very good if you do this, but be clear about what you will accept. If you have been assigned to parks during the year, be sure to check that you are not available, and list the parks by month in the middle column where you have confirmed host assignments.

Month/ Year	Available or Not Available <i>(check one only)</i>		Already Assigned (list park)	Park Choices
January 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
February 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
March 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
April 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
May 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
June 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
July 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
August 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
Sept. 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
October 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
November 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
December 20____	<input type="checkbox"/>	<input type="checkbox"/>		1) 2)
OTHER Parks or Areas you will consider	<i>List up to 6 in boxes to the right</i>	→ → →	1) _____ 2) _____ 3) _____	4) _____ 5) _____ 6) _____

PART 6: My/Our References. List 2 references for each applicant below. In the left column, please circle whether these are Personal or Professional references and in the right column how long you have been acquainted with each.

	Reference Name/Relationship	Address, City, ST, Zip	Phone Numbers	How Long?
App. #1	P/Pro			
	P/Pro			
App. #2	P/Pro			
	P/Pro			

PART 7: Questions. Please answer the following questions to help us determine the best placement for you.

Do you have any medical/physical conditions or limitations to be taken into consideration when assigning tasks?

*NOTE: All hosts do need to be physically able to perform the duties of the jobs they accept. Depending on your specific hosting assignment, we may be able to modify the work to accommodate your needs.

Applicant # 1: Yes No Please explain.

Applicant # 2: Yes No Please explain.

Why is park hosting a volunteer job you'd like? _____

Is there anything else you'd like us to know about you? _____

How did you learn about OPRD's Park Host Program? _____

PART 8: Your Recreational Vehicle/ Camping Equipment

Most parks have host sites that can accommodate most size/length RV. However, parks reserve the right to place you in a different site than planned.

Make/Year of RV: _____ Motorhome 5th Wheel Trailer Tent Other: _____

Length of Entire Unit: (RV and/or Truck/Trailer) _____ Is there an Extra or Tow Vehicle? Yes No Length: _____

Slide-Outs? Yes No Amps Needed: _____ Will you accept a site without full hook-ups? Yes No

Do you have a Satellite Dish? Yes No If yes, is it mounted on your RV or a separate portable one? _____

By Oregon law and as a safety precaution for visitors, staff, and other hosts, all hosts are subject to a criminal background check each year before assigned duties can begin. Upon scheduling, we will request that you complete a separate criminal history/DMV check form. Please read the statement below, fill in your name(s), then sign and date the application.

I/We, _____ AND _____, hereby certify that the information provided on this application is true and correct to the best of my knowledge and belief. I hereby grant the State of Oregon, Oregon Parks and Recreation Department (OPRD), permission to verify facts contained here within. I hereby authorize the release of any relevant information pertaining to reference checks, criminal history, driving records, education, work and volunteer history to verify my eligibility to volunteer at any site operated by OPRD. I agree to abide by OPRD's Volunteer Code of Conduct as provided on website or by my park(s).

1st Applicant's Signature: _____ **Today's Date:** _____

2nd Applicant's Signature: _____ **Today's Date:** _____



SUPPLEMENT A: - NEW Park Host Checklist of Supplies -

All Applicants! Please complete the following checklist to the best of your knowledge.

Today's Date: _____

Applicant #1: _____
(Applicant #1 name here)

(Circle one in each of the following statements:)

I DO/DO NOT have an OPRD volunteer host uniform (vest, hat or visor) Vest Size: S M L XL 2X 3X 4X 5X

I DO/DO NOT have a host name tag. If not, provide name as you'd like it to appear on the tag: _____

I DO/DO NOT have a Host Insurance ID Card. Issued on (date): _____

I DO/DO NOT have an iLearn account for completing safety training.

I DO/DO NOT have a Park Host shield pin with:

(Circle last hourly bar received if applicable)	1,000	2,000	4,000	6,000	8,000	10,000	HOURS
	12,000	14,000	16,000	18,000	20,000	>20,000	HOURS!

Applicant #2: _____
(Applicant #2 name here)

(Circle one in each of the following statements:)

I DO/DO NOT have an OPRD volunteer host uniform (vest, hat or visor) Vest Size: S M L XL 2X 3X 4X 5X

I DO/DO NOT have a host name tag. If not, provide name as you'd like it to appear on the tag: _____

I DO/DO NOT have a Host Insurance ID Card. Issued on (date): _____

I DO/DO NOT have an iLearn account for completing safety training.

I DO/DO NOT have a Park Host shield pin with:

(Circle last hourly bar received if applicable)	1,000	2,000	4,000	6,000	8,000	10,000	HOURS
	12,000	14,000	16,000	18,000	20,000	>20,000	HOURS!

I/We DO/DO NOT have a personalized Park Host sign for my RV site.

Name(s) as you'd like it to appear on sign. _____

Feel free to use the space below to further explain anything in questions above.

PLEASE SEND APPLICATION MATERIALS TO:

Volunteer/Host Coordinator
Oregon Parks & Recreation Dept.
725 Summer St NE, Suite C
Salem, OR 97301-1271

OPRD Salem Headquarters: 503-986-0707
Recreation Programs Fax: 503-986-0792
Toll-Free Host Information Line: 800-551-6949
Toll-Free Volunteer Hotline/Msg Line: 877-225-9803
OPRD Website: www.oregon.gov/OPRD/PARKS/
Volunteer Page: www.oregon.gov/OPRD/PARKS/VOL



SUPPLEMENT B: - OPRD Interpretive Host Questionnaire –

For those applying for interpretive host positions, be sure you are familiar with the general listing of duties for this host type described in the enclosed *Park Host Definitions & Duties* document. Then answer the questions below. If you need more space, you may attach additional sheets and/or a resume if it helps to further explain your related experience and background.

Interpretive History/Experience:

What kind of paid or volunteer experience have you had in interpretation or related fields? (education, theatre arts, public speaking, etc.) Please describe your duties at each location below.

Dates	Name of Park/Business and Address	Your Job/Role Title	Description of Duties

Education Background: (Please check highest level completed and indicate major and minor fields of study)

- High School
 Some College
 Associate's Degree
 BA/BS
 MA/MS
 PhD

Major/Minor: _____

What other education, certifications, licensures and/or related training do you have? _____

Please check the boxes below in which you have experience in any combination of either paid or volunteer positions. Then think of one particular work experience; one in which you spent the MOST time actively performing interpretive-related tasks. Given this position, use the space at the right of each entry to indicate the approximate *percentage of time* you spent performing those duties.

Interpretive Programming:

- Led Tours/Walks _____
 Provided Short Talks/Presentations _____
 Provided Evening Programs/Campfire Programs _____
 Provided Roving Interpretation _____
 Introduced Ranger-led Programs or Guest Speakers _____

Youth Programming:

- Assisted With Youth/Junior Ranger Programs _____
 Led Youth/Junior Ranger Programs _____
 Independently Led/Created **New** Youth/J.R. Programs _____
 Provided Other Recreational Programs for Children _____

Development of Interpretive Programs:

- Designed/Created New Interpretive Programs _____
 Followed Guidelines/Script for Previously _____
 Developed Interpretive Programs _____

Design of Interpretive Projects:

- Designed interpretive brochures _____
 Designed interpretive displays/panels _____
 Wrote interpretive text for a project _____