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. Include a separate resume if you wish.)
DO NOT ADD INFO NOT REQUESTED – NO SS#'s or DL#'s PLEASE!

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:	**Include ALTERNATE Address Below if you Wish:**
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? ☐ Yes ☐ No **If no, which month(s) can mail reach you here?**	**Which month(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.

☐ Customer Service (cse) **E/I**   ☐ General Interpretation (int) **E/I**   ☐ Maintenance (mnt) **E/I**   ☐ Training/Supervision (trn) **E/I**
☐ Computer Skills (cmp) **E/I**   ☐ Public Speaking (spk) **E/I**   ☐ Small Engine Repair (rpr) **E/I**   ☐ Youth Programs (yth) **E/I**
☐ Recycling (recy) **E/I**   ☐ Animal & Bird ID (aml) **E/I**   ☐ Electrical (elec) **E/I**   ☐ Env. Education (enved) **E/I**
☐ Research (res) **E/I**   ☐ Plant ID/Botany (bot) **E/I**   ☐ Construction (cons) **E/I**   ☐ Recreation/Games (rcp) **E/I**
☐ Routing/Sign Making (sgn) **E/I**   ☐ Oregon History (ORhst) **E/I**   ☐ Painting (pnt) **E/I**   ☐ Crafts (cft) **E/I**
☐ Security (scty) **E/I**   ☐ Lighthouse History/Tours (LHtr) **E/I**   ☐ Masonry (msn) **E/I**   ☐ Campfire Programs (cfpg) **E/I**
☐ Safety Training (sft) **E/I**   ☐ Walking Tours (wlktr) **E/I**   ☐ Plumbing (plmb) **E/I**   ☐ Photography (pho) **E/I**
☐ Store Operations (stop) **E/I**   ☐ Kayak Tours (ktr) **E/I**   ☐ Mowing/Weeding (mow) **E/I**   ☐ Writing/Journalism (wrt) **E/I**
☐ Visitor Center Operations (vcop) **E/I**   ☐ Gardening/Landscaping (gdn) **E/I**
☐ 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 Only (do not include DL #): _____   **Exp. Date:** (mo/day/yr)

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.*

☐ Customer Service (cse) **E/I**	☐ General Interpretation (int) **E/I**	☐ Maintenance (mnt) **E/I**	☐ Training/Supervision (trn) **E/I**
☐ Computer Skills (cmp) **E/I**	☐ Public Speaking (spk) **E/I**	☐ Small Engine Repair (rpr) **E/I**	☐ Youth Programs (yth) **E/I**
☐ Recycling (recy) **E/I**	☐ Animal & Bird ID (aml) **E/I**	☐ Electrical (elec) **E/I**	☐ Env. Education (enved) **E/I**
☐ Research (res) **E/I**	☐ Plant ID/Botany (bot) **E/I**	☐ Construction (cons) **E/I**	☐ Recreation/Games (rcp) **E/I**
☐ Routing/Sign Making (sgn) **E/I**	☐ Oregon History (ORhst) **E/I**	☐ Painting (pnt) **E/I**	☐ Crafts (cft) **E/I**
☐ Security (scty) **E/I**	☐ Lighthouse History/Tours (LHtr) **E/I**	☐ Masonry (msn) **E/I**	☐ Campfire Programs (cfpg) **E/I**
☐ Safety Training (sft) **E/I**	☐ Walking Tours (wlktr) **E/I**	☐ Plumbing (plmb) **E/I**	☐ Photography (pho) **E/I**
☐ Store Operations (stop) **E/I**	☐ Kayak Tours (ktr) **E/I**	☐ Mowing/Weeding (mow) **E/I**	☐ Writing/Journalism (wrt) **E/I**
☐ Visitor Center Operations (vcop) **E/I**		☐ Gardening/Landscaping (gdn) **E/I**	
☐ 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 Only (do not include DL #):   **Exp. Date:** (mo/day/yr)

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:
☐ Campground Host   ☐ Visitor Services Host   ☐ Extended Stay/Special Project Host *(more than 3 months)*
☐ Day-use Host   ☐ Maintenance Host   ☐ Emergency Fill-in *(last minute or less than 1 month)*
☐ Interpretive Programs Host *(Complete Supplement B – OPRD Interpretive Host Questionnaire)*

☐ 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 #:** _____

(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 *(check one only)*		Already Assigned (list park)	Park Choices
January 20____	☐	☐		1) 2)
February 20____	☐	☐		1) 2)
March 20____	☐	☐		1) 2)
April 20____	☐	☐		1) 2)
May 20____	☐	☐		1) 2)
June 20____	☐	☐		1) 2)
July 20____	☐	☐		1) 2)
August 20____	☐	☐		1) 2)
Sept. 20____	☐	☐		1) 2)
October 20____	☐	☐		1) 2)
November 20____	☐	☐		1) 2)
December 20____	☐	☐		1) 2)
OTHER Parks or Areas you will consider	*List up to 6 in boxes to the right*	→ → →	1) _____ 2) _____ 3) _____	4) _____ 5) _____ 6) _____

PART 6: My/Our References. List 2 references for each applicant, and include your relationship to them. In the left column, circle if these are **P**ersonal or **Pro**fessional references. In the right column indicate how long you have known 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 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 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 COMPLETED APPLICATION MATERIALS TO:

Oregon Parks & Recreation Dept.
Attn: Host Program
2501 SW 1st AVE STE 100
Portland, OR 97201
Host Applications Fax: 503-872-5289
If e-mailing host app, e-mail to: park.info@state.or.us

OPRD Salem Headquarters: 503-986-0707
Volunteer 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 _____