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!

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)

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?

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
☐ Computer Skills (cmp) E/I
☐ Recycling (recy) E/I
☐ Research (res) E/I
☐ Routing/Sign Making (sgn) E/I
☐ Security (scty) E/I
☐ Safety Training (sft) E/I
☐ Store Operations (stop) E/I
☐ Visitor Center Operations (vcop) E/I
☐ Other:

☐ Customer Service (cse) E/I
☐ General Interpretation (int) E/I
☐ Maintenance (mnt) E/I
☐ Construction (cons) E/I
☐ Lighthouse History/Tours (LHtr) E/I
☐ Masonry (msn) E/I
☐ Kayak Tours (ktr) E/I
☐ Walking Tours (wtktr) E/I
☐ Mowing/Weeding (mow) E/I
☐ Gardening/Landscaping (gdn) E/I

☐ Teaching __________________
☐ Q Customer Service Training __________________
☐ First Aid/CPR __________

☐ Interpretive __________________
☐ Verbal Judo Training __________________
☐ Other __________________

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

☐ Teaching __________________
☐ Q Customer Service Training ____________
☐ First Aid/CPR __________

☐ 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.

<table>
<thead>
<tr>
<th>Customer Service  (cse)</th>
<th>General Interpretation  (int)</th>
<th>Maintenance  (mnt)</th>
<th>Training/Supervision  (trn)</th>
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<tr>
<th>Computer Skills  (cmp)</th>
<th>Public Speaking  (spk)</th>
<th>Small Engine Repair  (rpr)</th>
<th>Youth Programs  (yth)</th>
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<tr>
<th>Recycling  (recy)</th>
<th>Animal &amp; Bird ID  (amni)</th>
<th>Electrical  (elec)</th>
<th>Env. Education  (ened)</th>
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<tr>
<th>Research  (res)</th>
<th>Plant ID/Botany  (bot)</th>
<th>Construction  (cons)</th>
<th>Recreation/Games  (rcp)</th>
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<tr>
<th>Routing/Sign Making  (sng)</th>
<th>Oregon History  (ORhst)</th>
<th>Painting  (pnt)</th>
<th>Crafts  (cft)</th>
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<tr>
<th>Security  (scty)</th>
<th>Lighthouse History/Tours  (LHtr)</th>
<th>Plumbing  (plmb)</th>
<th>Craftsman  (msn)</th>
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<tr>
<th>Safety Training  (sft)</th>
<th>Walking Tours  (wkttr)</th>
<th>Mowing/Weeding  (mow)</th>
<th>Writing/Journalism  (wjt)</th>
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<tr>
<th>Store Operations  (stop)</th>
<th>Kayak Tours  (ktr)</th>
<th>Gardening/Landscaping  (gdn)</th>
<th>Recycle  (recy)</th>
</tr>
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<tr>
<th>Visitor Center Operations  (vcop)</th>
<th>Other  (Othr)</th>
<th>Other  (Othr)</th>
<th>Other  (Othr)</th>
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Licenses/Certificates/Training:  (Include year of last training and expiration date, if applicable)

<table>
<thead>
<tr>
<th>Teaching  (which subjects/grades?)</th>
<th>Q Customer Service Training</th>
<th>First Aid/CPR</th>
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<tbody>
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<table>
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<tr>
<th>Interpretive Training</th>
<th>Verbal Judo Training</th>
<th>Other Training</th>
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<td>□</td>
<td>□</td>
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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  □ Private

   Host Type/Duties:  ____________________________________________________________
   Dates (from/to):  ___________________________________________________________
   Contact Name & Phone #:  ________________________________________________

2)  Park:  ________________________________  State:  ____  □ Public  □ Private

   Host Type/Duties:  ____________________________________________________________
   Dates (from/to):  ___________________________________________________________
   Contact Name & Phone #:  ________________________________________________

3)  Park:  ________________________________  State:  ____  □ Public  □ Private

   Host Type/Duties:  ____________________________________________________________
   Dates (from/to):  ___________________________________________________________
   Contact Name & Phone #:  ________________________________________________

4)  Park:  ________________________________  State:  ____  □ Public  □ 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.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Available or Not Available (check one only)</th>
<th>Already Assigned (list park)</th>
<th>Park Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20___</td>
<td>☐ ☐</td>
<td>1)</td>
<td>2)</td>
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<tr>
<td>February 20___</td>
<td>☐ ☐</td>
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<tr>
<td>March 20___</td>
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<tr>
<td>April 20___</td>
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<td>May 20___</td>
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<td>July 20___</td>
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<td>August 20___</td>
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<td>Sept. 20___</td>
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<td>October 20___</td>
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<td>November 20___</td>
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<tr>
<td>December 20___</td>
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OTHER Parks or Areas you will consider
List up to 6 in boxes to the right

1) ____________________________ 4) ____________________________
2) ____________________________ 5) ____________________________
3) ____________________________ 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 Personal or Professional references. In the right column indicate how long you have known each.

<table>
<thead>
<tr>
<th>Reference Name/Relationship</th>
<th>Address, City, ST, Zip</th>
<th>Phone Numbers</th>
<th>How Long?</th>
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<tbody>
<tr>
<td>App. #1 P/Pro</td>
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<tr>
<td>App. #2 P/Pro</td>
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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 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 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.

First names as you’d like it to appear on sign. ________________________________________________________________

Use the space below to further explain anything in questions above.

**PLEASE SEND COMPLETED APPLICATION MATERIALS TO:**

Oregon Parks & Recreation Dept.
Attn: Host Program
725 Summer St. NE, Ste C
Salem, OR 97301
Host Applications Fax: 503-986-0794
If e-mailing host app, e-mail to: park.info@oregon.gov

For more information on the OPRD Volunteer program:
Toll-Free Host Information Line: 800-551-6949
OPRD Website: www.oregonstateparks.org
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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name of Park/Business and Address</th>
<th>Your Job/Role Title</th>
<th>Description of Duties</th>
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<tbody>
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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 ______

(March 2017)