

FROM [Tugman Volunteer Services Lead]
TO Robert Samuel White
DATE December 18, 2024, 5:17 PM PT
SUBJECT **Oregon State Parks – Umpqua-Tugman MU 2025 Volunteer Assignment Confirmation**
ATTACHED Tugman Yurt Assignment Description.docx, Site Directory - Tugman.pdf, January Weekly Host Schedule DRAFT.pdf, Umpqua-Tugman Host Resource Guide.docx
DOCUMENT 01JFE4CXYG5Y40SCJA2H3ETMT2

Dear Sam,

Thank you for committing to volunteer as a park host for William Tugman State Park. Your assignment is scheduled for January 1, 2025 to January 31, 2025. Your campsite is site A01, a 50' site with water, sewer, & 50 amp electric service. Please read the Assignment Description attached to this email for more information about your duties.

Arrival/Orientation

Please plan to arrive on the first of the month, no earlier than 9 AM. If you need to arrive a day or two early, please let me know so I can have a site reserved for you. When you arrive, you can go directly to your volunteer site. Then please visit the office or call or text the on-duty ranger let them know you have arrived (phone number is posted in the booth window). Please use your arrival day to get set up in your site and explore the park and surrounding area.

Your volunteer service will begin with a park host orientation, scheduled for 1:00 – 3:30 PM on Thursday, January 2. The orientation will be held at the office at Umpqua Lighthouse State Park, 460 Lighthouse Rd, Reedsport. During the orientation we will go over what you can expect while volunteering at our parks, as well as some initial training for your specific assignment.

Yurt cleaning and equipment training will be held the following day (Friday) from 1:30 – 4:00.

Schedule

A draft of the weekly host schedule is attached. For convenience, we put all host phone numbers on the weekly schedule, which is given to all hosts and staff. If you prefer not to have your phone number on the schedule, please let me know.

Will you have non-volunteer guests with you?

If you will have a guest staying with you for longer than 7 days, please let me know ASAP. Adult non-volunteer guests will need to pass a criminal background check. Children must be adequately supervised.

Park Host Campsite Information

Please see the attached Host Site Directory that contains information about the park and the host sites. It includes the park address, cell phone coverage, average weather, laundry, and more.

Receiving Mail

While at the park you may receive mail. You must use the Umpqua mailing address, even though you

are hosting at Tugman. Mail should be addressed like this:

(Your name)

Umpqua Lighthouse State Park

460 Lighthouse Rd.

Reedsport, OR 97467

Before You Get Here

Attached is a copy of our host resource guide. Your homework is to read this document before orientation and come ready with questions about it. Even if you have hosted for us or for other state parks before, please do read it! Rules and procedures are constantly updated.

You will also need to complete the following requirements. In order to complete the trainings and sign the VSA, you will need a host ID number. To get a host ID number, please fill out the volunteer application here<<https://sites.google.com/view/oprdvolunteervoice/application-renewal>>.

Volunteer Service Agreement Form<<https://form.jotform.com/223415247339153>>

OPRD Safety Training<<https://form.jotform.com/223455014521142>>

Statewide Harassment and Discrimination Training<<https://form.jotform.com/223455092643153>>

Criminal Background and Driving Record Check

For the background check, you will receive an email from Advanced Reporting, a company that processes the Oregon Parks and Recreation Department's background checks. You have 10 days from the date you receive this email until the link to complete the background check expires. Park staff does not receive any of your personal information from your background check.

Final notes

If you need to cancel or reschedule your assignment, please contact me as soon as possible so I can find a replacement. Please call or email me any time if you have any questions or concern. I will contact you before your assignment to make sure your requirements are complete and you feel ready to go.

We could not run our parks and campgrounds without the hard work, dedication, and cooperation of our volunteers. Thank you again for volunteering with Oregon State Parks, and we look forward to having you work with us on the Oregon coast!

Sincerely,

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[Tugman Volunteer Services Lead] (She/her) | Park Ranger + Volunteer Service Leader