



Onboarding Requirements: Paperwork

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Onboarding includes everything that OPRD does to introduce a volunteer to our agency, get them in compliance with our processes and procedures, and get them successfully set up for their specific volunteer assignment after they've been placed.

The additional requirements needed are dependent on the volunteer assignment type. The requirements and frequency of the items can be found on each volunteer page:



Park Hosts



Individual Volunteers



Episodic Volunteers



Service Learners & Volunteer
Interns



Commission, Advisory Board, &
Committee Volunteers

Requirements

All volunteer assignments require specific volunteer forms. For all volunteer assignments, regardless of role, the following forms are required:

More information on Get Connected Volunteer Requirements: [Requirements in GC](#)

Volunteer Application (Profile in Get Connected)

Volunteers need to have a profile in Get Connected. This allows OPRD to manage their contact information, record service history, and serves as a record for their paperwork.

Creating a Profile for Volunteer:

- Park Hosts create a profile online here: <https://volunteer.oprd.oregon.gov>
- For all other volunteer types region program coordinators or statewide programs coordinator can manually create a volunteer profile in OPRIS.



The screenshot shows the "2024 Volunteer Service Agreement" form from the Oregon Parks and Recreation Department. It includes the department's logo and text explaining that volunteers need to understand their duties, responsibilities, and insurance coverage. It instructs volunteers to read the form carefully and sign it. At the bottom, it says, "Please select your volunteer type to complete the correct volunteer service agreement."

Volunteer Service Agreement (VSA)

The VSA is an agreement between a volunteer and a MU or division, as well as the larger Oregon Parks and Recreation Department. Generic VSA forms have been created for agency use, however, if a new form is needed to specifically address a volunteer assignment, contact the statewide programs coordinator, who will help create a new form for your MU or division's use.

The following sections are included in all VSAs:

- Volunteer Injury Coverage or Workers Compensation.
- Tort Liability Waiver.
- Code of Conduct for Volunteers with OPRD.

Park Host Volunteers: Complete their VSA on their volunteer profile in Get Connected.

More information on Get Connected Volunteer Requirements: [Requirements in GC](#)

Non-host Volunteers: Volunteer Service Agreements for all can be completed online here: <https://www.jotform.com/223415247339153>.

Liability Coverage, Injury Coverage, and Workers' Compensation for Volunteers

Volunteers must sign a State Volunteer Partial Waiver and Release of Rights before they begin service with any OPRD unit. This waiver is included in the Volunteer Service Agreement forms. The State Volunteer Partial Waiver and Release of Rights aligns state coverage for incidents occurring as part of service based on a volunteer's assignment. Coverage is only active once OPRD units also provide a volunteer assignment description and a schedule in addition to or included within the waiver. The following coverages are included in the waiver, and provided by OPRD:

- Workers' Compensation Coverage is available for volunteers identified as subject workers, including park hosts.
- Volunteer Injury Coverage (VIC) is available to all volunteers not classified as subject workers; this includes individual & episodic volunteers.
 - Students or volunteer interns performing service related to academic programs are excluded from VIC.
 - Injuries occurring while operating an unlicensed vehicle are excluded from VIC as outlined in *DAS Volunteer Injury Coverage Procedure 125.7.204*.
- Tort Liability and Motor Vehicle Liability are available for all volunteers.



Volunteer Role: Campground Host Volunteer Assignment Description

Location of Assignment: [Enter specific park(s) or site(s) where service will be performed]

Time Commitment/Schedule: [Enter schedule for this volunteer assignment, include days of the week, total hours each day, and specific hours of service]

Purpose of Volunteer Role: The Campground Host supports park operations by providing excellent customer service to park visitors.

General Responsibilities:

- [EDIT LIST BELOW – These are examples]
- Respond to visitor, staff, and volunteer requests in an attentive and respectful manner.
- Assist with cabin and/or yurt guest check-in and checkout.
- Perform general cleaning and servicing of yurt and/or cabins, including: restocking bathrooms, emptying trash, sweeping, mopping, and wiping down counters and sinks.
- Alert staff to safety issues, facility issues, and maintenance needs.
- Provide general site maintenance, including cleaning out fire pits, light landscaping, and sweeping.
- *Procedures outlined in this role may vary by site.*

Volunteer Assignment Description

It's important that no matter the assignment, there is a specific assignment description or list of duties for a volunteer role. This allows both the OPRD MU or division and the volunteer to have a clear understanding of what is expected as part of volunteer service. This schedule is also an important reference for the injury reporting process for volunteers.

Specific Assignment Duties or Activities:

Needs to specifically address the duties the volunteer will be engaging in and cannot be too broad. For example:

Not Acceptable:

Volunteer will support campground operations.

Acceptable:

Volunteer will:

- Respond to visitor, staff, and volunteer requests in an attentive and respectful manner.
- Assist with campground guest check in and check out.
- Provide excellent customer service for park visitors by giving out accurate information about the park, park activities, and the surrounding areas.
- Provide campground maintenance, including cleaning out fire pits and/or stoves, light landscaping, sweeping, and litter pick up.
- Operate utility vehicles (golf carts, gators, etc.).

Why does this matter?

A volunteer could engage in almost any task under the "not acceptable" example. The goal is to be as clear as possible so both the OPRD unit and the volunteer have the same understanding of what is expected of volunteers. If an OPRD MU or division wants to be extremely clear about what is not involved in volunteer service, a "restricted activities" section could be added to a volunteer assignment description.

Volunteer Assignment Description Templates:

- [Volunteer Assignment Description Template](#)
- Additional example park host assignment description templates can be found in the [Engagement Document Library](#).

Volunteer Schedules

- [See detailed page here](#).

Required Qualifications for Assignments:

Volunteers need to have information on what the baseline requirements are for a volunteer position. These requirements may be related to experience, age, and ability.

Avoid words like walk or stand whenever possible. Those specific activities aren't actually required for this assignment. By using the words like "travel" instead of "walk" and "stationary" instead of "stand." This provides more inclusive language that allows volunteers, who may not have the ability to walk or stand understand what the true requirements of the position may be, and determine if they can meet those baseline requirements.



Username:	Forgot Username?
Password:	Forgot Password?
Login	

Background Checks

Volunteer assignments requiring a criminal background check or driving records check must have a valid, approved records check before beginning service with OPRD.

It is the responsibility of the OPRD MU or division to administer criminal background and driving records checks for volunteer assignments under its purview.

[A detailed staff guide to volunteer background checks can be found here.](#)

Who Requests Background Checks for Volunteers?

- **Non-host volunteers:** Unit staff are responsible for requesting volunteer background checks.
- **Park host volunteers:**
 - **For park hosts whose assignment begins more than one month out:**
 - Statewide staff will manage background check requests for park host volunteers, and submit regular requests for volunteers with assignments scheduled to start within the next three months, as per HR guidelines.
 - **For park hosts whose assignment begins in one month or less:**
 - Park staff will need to either make the request directly in advanced reporting, or submit an urgent request to the volunteer.oprd@oprd.oregon.gov inbox for statewide staff to manage and submit an urgent request for a background check.

Criminal Background Checks, Volunteer Requirements

A criminal background check is required for volunteer assignments, if any of the following apply:

- Interaction with vulnerable populations (children, the elderly, people with disabilities, etc.) is possible during volunteer service which is performed without direct OPRD staff oversight. Direct staff oversight involves having staff on-site, in the vicinity of the volunteer and engaged with the volunteer during service;
- Access to sensitive information and/or assets (keys, cash handling, financial information, client data, etc.) is part of volunteer service; or
- Programmatic decision making on behalf of OPRD is a part of volunteer service.

Examples of volunteer assignments where a criminal background check **is not** needed:

- A volunteer providing support for a nature craft table at a park event. Park staff are present at the event, on site, and check-in with the individual throughout their service.
- A volunteer supporting a trail work party, where volunteers are spread out over a couple hundred yards. Due to the nature of the trail, visual contact is not always possible between staff and each volunteer. However, staff are present and in the area where the trail work is being performed, and check in with the volunteer during service.

Examples of volunteer assignments where a criminal background check **is** needed:

- A volunteer who pulls invasive plants for a park on a consistent basis. They check in with staff in the office upon arrival and departure, but are out on location in the park, away from staff, for the duration of service.
- A volunteer who is working on a special project, in an office where OPRD staff are present, which utilizes a computer that gives them access to an OPRD drive or OPRIS.

Driving Records Check, Volunteer Requirements

A driving records check is required for volunteer assignments, if any of the following apply:

- Driving a state vehicle is part of volunteer service;
- Driving an OPRD low speed vehicle (All- Terrain Vehicle (ATV), golf cart, qator, utility vehicle, etc.) is part of volunteer service; or

- The OPRD unit manager identifies the volunteer's assignment necessitates use of the volunteer's personal vehicle, in fulfillment of travel which is directly related to volunteer service.

Documentation & Reporting Requirements

Criminal Background and Driving Record Checks Passed:

Upon receipt of an approved background check notification, which is sent by email to the OPRD staff member who initiated the original request, the OPRIS profile of the volunteer is to be updated with the date they passed the background and driving records check.

Driving Records Check Failed:

If a volunteer fails the driving records check, volunteer program staff will notify the OPRD staff who submitted the original request, to discuss if the volunteer may be approved for modified service without driving. The volunteer will also be notified of this driving restriction by statewide program staff. Statewide staff will update the volunteer's OPRIS profile to reflect this failure.

Background Check Failed:

When a volunteer fails the background check, volunteer program staff will notify the OPRD staff who submitted the original request to inform them of the volunteer's ineligibility to serve. The volunteer will also be notified of their background check failure by statewide staff. The volunteer's OPRIS profile will be inactivated and updated with the failure.