



Expectations for Residing on Park Property

 WATSON Allison * OPRD
Statewide Volunteer Programs Coordinator

Park host volunteers are representatives of OPRD, both during their service and while temporarily living on site, and as such they are held to the highest appearance and performance standards. The expectations OPRD has for all volunteers, as well as specific expectations for residential volunteers, are included in the Volunteer Service Agreement: Park Host form, in the code of conduct section.

Related Links



Park Hosts



Staff Guide



Mail

Park hosts may forward their personal mail to the park following the instructions and requirements of a park's specific mailing process. It's important to share with volunteers how, when, and where they can pick up their personal mail. Additionally, set the expectation that that mail may not be available as soon as it is received due to office hours, unexpected office closures, or staffing capacity issues. If volunteers have mail they need to receive in a timely manner, encourage them to utilize a PO box in town.

Mail related to a park host's individual businesses may not be sent to the park. If a park host has a personal business, instruct them that they must open a PO box to operate their business from while residing on site.

More information on restriction to volunteer operated businesses while residing in parks can be found in the Volunteer Service Agreement.

Left Behind Items/Lost and Found

If a volunteer park host leaves behind items when they leave a park, or a park receives mail after a park host has left, staff should follow [OPS.010.000 Lost and Found Policy](#).



Residential Guests of Park Hosts & Residential Volunteers

Residential volunteers are responsible for the actions and behavior of their guests. Inappropriate actions and behaviors of a guest that violates OPRD policy and/or rules may result in the guest, as well as the residential volunteer, being banned from OPRD properties. Non-volunteer guests of residential volunteers are permitted to stay on OPRD property when the following criteria is met:

- Non-volunteer guests stay with volunteers on OPRD property for a time period not exceeding 7 days. Guest stays exceeding 7 days must be approved by the park managers in advance of the guest's arrival.
- Non-volunteer guests, age 18 and older, staying for a time period exceeding 7 days, sign a [Host Guest Opt Out of Service form](#) and pass a criminal background check based on the agency requirements in *HR.080 Criminal History and Driving Records Checks Policy*.
- Non-volunteer guests, age 17 and younger, are permitted with adequate parent/guardian supervision. Children age 9 and younger must be supervised at all times on OPRD property, following the age minimum guidelines in *ORS 163.545 Child Neglect in the Second Degree*. Additionally, youth guests are not permitted to be in, or reside at, maintenance shop areas or areas around park maintenance equipment.
- If a guest has an additional vehicle, an additional vehicle fee will be charged when applicable.



Extra Vehicle Fee for Guests

Park hosts are State of Oregon volunteers, and as such are held to the same ethical standard as state employees. From the volunteer service agreement, "Volunteers may not use their relationship or volunteer position with OPRD to solicit and receive special benefits, financial gain, loans, gifts of money or property, or use of products such as day-use passes, firewood, park recycling deposits etc. for themselves, family or friends."

Each park is different, and depending on the specific area the guest of a volunteer host parks their vehicle, it may not incur an extra vehicle fee. However, if the guest is parked in a day-use fee site that requires a pass, or the addition of that guest's vehicle to the park host's camp site requires an additional vehicle fee, the guest will need to pay the fee.

It can be helpful, in this instance, to think if the volunteer were an employee and had a guest visiting for lunch or staying in the campsite, the employee's guests would be charged a fee when applicable; the same is then true for a volunteer in a similar situation.