



Park Hosts


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 Statewide Volunteer Programs Coordinator

Park host volunteers are stewards of Oregon’s 256 state parks properties. As representatives of OPRD, they provide support for park guests, staff, and our public lands. Park hosts serve in specific assignments that can vary from park to park. Generally, park hosts serve in one of the following specific park host opportunities: Campground Host, Day-Use Host, Interpretive Host, Kayak Host, Visitor Services Host, Maintenance Host, Yurt/Cabin Host, and Special Project Host.

Park Hosts: Relevant Information & Helpful Links

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[Expectations for Residing on Park Property](#)
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[Before Starting: Preparing Volunteers for Service](#)
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[Volunteer Schedules](#)
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[Annual Park Host Registration](#)
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[Volunteer Supply Order Form](#)
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[Advanced Reporting LLC - Login](#)
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[Become a Park Host Flyer](#)
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[Volunteer Injuries](#)
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[Volunteer Document Library](#)
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[Staff Guide](#)
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[Get Connected Resources](#)

Park Host Onboarding Requirements

Requirement	What is it?	When does it apply?	Location	How often does it get done?
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. It also includes: State of Oregon liability and workers' compensation, expectations for residing on site, agreements on guests and animals, as well as the volunteer code of conduct and inclusion statement.	All park host volunteers must complete a VSA, regardless of assignment type.	Get Connected <u>Staff do not need to initiate:</u> Volunteers automatically complete this form in Get Connected.	Once per year.
Assignment Description	A specific assignment description or list of duties for a volunteer role. This allows both OPRD and the volunteer to have a clear understanding of what is expected as part of volunteer service.	All volunteers must have an assignment description regardless of assignment type.	Assignment description should be attached to the scheduled opportunity in Get Connected. Assignment description Templates for different park host assignment types are found in the Engagement Document Library .	One per volunteer term (it goes with the VSA).
			Get Connected Statewide staff process park host background checks automatically.	

Background Check: Criminal Background Check & Driving Records Check	Criminal records check on volunteers which includes: County, state, and national criminal records search, National Alias & Sex Offender Locator Driving record check includes the past 24 months of records.	Criminal Background Check is required for all park host assignments. The Diving Records Check is required, but if a park can engage a volunteer host in service without requiring them to drive a state vehicle or utility vehicle, that is acceptable.	Staff do not need to initiate <u>UNLESS</u> an assignment is scheduled less than one month from the start date - staff should reach out to volunteer.oprd@oprd.oregon.gov to get urgent processing in these cases. Additional Information: Background Check Provider: Advanced Reporting https://advrep.instascreen.net/ssso/login.taz Staff Guide for Requesting Background Checks	One per year.
Park Host Annual Safety Training	Park Host volunteers are required to review safety modules, as identified by the Safety & Risk Department, to ensure they are aware of the job hazards and best safety practices for their volunteer role. It also includes: ICARE agreement & DAS Vehicle Training	Park Host safety training is required for all park host volunteers, regardless of assignment type.	Get Connected Staff do not need to initiate: Volunteers automatically complete this form in Get Connected.	Once per year.
DAS Discrimination & Harassment Training	The State of Oregon's Discrimination and Harassment Free Workplace training.	All park host volunteers must complete this training.	Get Connected Staff do not need to initiate: Volunteers automatically complete this form in Get Connected.	Once per year.
Hep B Vaccination Form	Park Host volunteers, due to the nature of their work, are offered to receive the HEP B vaccination series.	New park hosts, before they arrive at their first assignment.	OPRIS Form, Under Safety & Risk: "OTHER: Hep B Vaccine Exposure and Selection Forms" Uploaded Vaccination form to Get Connected profile (vaccination form only, not medical records or follow up information)	New park host volunteers, before they begin their first assignment.
Non-Host Residential Guests Requirements	Adult guests of park hosts, who will not be volunteering as a park host, are required to: • Complete a criminal background check • Complete the opt-out of park host service form.	Anytime a park host has a guest residing at their host site longer than 7 days. Form to be completed at each park host assignment.	Background Check Provider: Advanced Reporting https://advrep.instascreen.net/ssso/login.taz (run without the driving record check) Park Host Guest - Opt-Out of Service Form	Background check: Once per year Opt-Out of Service Form: Once per assignment

Additional Safety Requirement

Park hosts are required to attend a monthly safety meeting. [Find more information here.](#)