



Individual Volunteers

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Statewide Volunteer Programs Coordinator

Individual volunteer refers to a volunteer who agrees to fulfill a certain day or hour requirement of service over an extended, specified period of time. This time period extends beyond a one-day service task. They do not temporarily reside on OPRD property.

Individual Volunteers: Relevant Information & Helpful Links

-  Individual Volunteer Application
-  Onboarding Requirements: Paperwork
-  Before Starting: Preparing Volunteers for Service
-  Volunteer Schedules
-  Volunteer Supply Order Form
-  Onboarding Requirements: Orientation
-  Volunteer Injuries
-  Document Library

Safety Training

Individual volunteers are not required to take the same safety training as park hosts. However, a manager may make any of these safety modules available to an individual volunteer and require its review to be a part of that volunteer assignment if they determine it's necessary.

All individual volunteers are required to receive on-site training related to the specific assignment duties and location they where they are volunteering.

Individual Volunteer 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.	All volunteers with OPRD must complete a VSA, regardless of assignment type.	Online Form: Link Here <i>Volunteers should select "Individual Volunteer" for "Volunteer Type"</i> <i>Volunteers should enter the park for the "Location of Volunteer Service or Program Name"</i> Online submissions are updated to volunteer's OPRIS profiles on a weekly basis.	Once per year.
Assignment	A specific assignment description or list of duties for a volunteer role. This allows both OPRD and the volunteers to have a	All volunteers must have an assignment description regardless	Assignment description Templates for different park host assignment	One per volunteer

Description	both OPRD and the volunteer to have a clear understanding of what is expected as part of volunteer service.	assignment description regardless of assignment type.	types are found in the Engagement Document Library .	term (it goes with the VSA).
Background Check: Criminal Background Check	Criminal records check on volunteers which includes: - County, state, and national criminal records search. - National Alias - Sex Offender Locator	Criminal Background Check is required when: - Interaction with vulnerable populations is possible without staff supervision. - Access given to sensitive information and/or assets. - Programmatic decision making on behalf of OPRD (more than recommendations. Ex: entering into contracts)	Background Check Provider: Advanced Reporting https://advrep.instascreen.net/sso/login.taz Staff Guide for Requesting Background Checks	One per year.
Background Check: Driving Records Check	Driving record check includes the past 24 months of records.	Driving Records Check is required when: - Driving a state vehicle - Driving an OPRD low speed vehicle (golf cart, gator, etc.) - Driving a personal vehicle as part of service (will the volunteer be reimbursed for travel)	Background Check Provider: Advanced Reporting https://advrep.instascreen.net/sso/login.taz Staff Guide for Requesting Background Checks	Once per year.
DAS Discrimination & Harassment Training	The State of Oregon's Discrimination and Harassment Free Workplace training.	All individual volunteers must complete this training regardless of assignment type.	Online Form: Link here Online submissions are updated to volunteer's OPRIS profiles on a weekly basis.	Once per annual year (Jan – Dec).
DAS - EIS Information Security Training Foundations	The State of Oregon's Information Security training.	Training required when: - Use of an Oregon.gov email address. - Use of a personally assigned OPRD mobile device or laptop. - Use of OPRD computer or device with access to servers and/or access other sensitive databases. - Use of a key, or keycard access to OPRD buildings with sensitive files. - Access to confidential contract and/or personal information on vendors, contractors, volunteers, visitors, staff, and/or any partners of OPRD.	Online Form: Link here To confirm the volunteer has completed this training, please reach out to the Statewide Programs Coordinator.	Once per annual year (Jan – Dec).
DAS Vehicle Use Training	The State of Oregon's Vehicle Use Training.	Any volunteer who will be driving a state vehicle, personal vehicle, or low speed utility vehicle as a part of volunteer service.	Online Form: Link Here To confirm the volunteer has completed this training, please reach out to the Statewide Programs Coordinator.	Once at beginning of service.