



Episodic Volunteers

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An episodic volunteer is an individual who provides service for a specific event or task and makes a commitment for a one-time event. Examples include a volunteer who provides service for a one-day beach clean-up, community outreach event, or trail work party.

Episodic Volunteers: Relevant Information & Helpful Links

 Volunteer Supply Order Form

 Volunteer Schedules

 Before Starting: Preparing Volunteers for Service

 Onboarding Requirements: Orientation

 Onboarding Requirements: Paperwork

 Volunteer Injuries

 Document Library

 Staff Guide

Safety Training

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

Episodic 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. This electronic VSA can be completed for volunteers under the age of 18 by their legal guardian.	Online Form: Link Here <i>Volunteers should: Select "Event or Episodic" for "Volunteer Type" Enter the park for the "Location of Volunteer Service or Program Name" Enter the date of service</i> Paper Version of VSA Forms	Once per event.
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 Templates for different park host assignment types are found in the Engagement Document Library .	One per volunteer assignment/ event (it goes with the VSA).
		Volunteer service events should be designed to provide consistent staff		

Background Check: Criminal & Driving Records Check		designed to provide constant staff supervision. Is supervision of volunteers Volunteer service events should not require volunteers to drive any type of vehicle or utility vehicle. If driving is required, staff should make arrangements to have an approved staff member of volunteer park hosts/individual volunteer to drive during the event.		
DAS Discrimination & Harassment Training		Not Required		