



Service Learners & Volunteer Interns

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A volunteer internship with OPRD is a volunteer assignment that is a form of experiential learning. This assignment integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Conditions of Internships & Service Learning:

- Volunteer service learners or interns must receive academic credit for their service or be currently enrolled in an academic or internship program (such as optional practical training).
- The volunteer assignment’s primary purpose is to support the learning and experience of the intern or service learner, rather than primarily meeting the needs of the park or division.
- There is no promise of future employment.
- There is no payment or stipend received.

If all of the requirements above cannot be met, consider if this role would be better classified as an individual volunteer, not as a volunteer internship.

Service Learners & Interns: Relevant Information & Helpful Links

 Volunteer Supply Order Form

 Before Starting: Preparing Volunteers for Service

 Volunteer Schedules

 Onboarding Requirements: Orientation

 Onboarding Requirements: Paperwork

 Document Library

 Staff Guide

Safety Training

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

Service Learners are NOT covered by VIC insurance, as such, they are not able to drive vehicles as part of service.

Service Learner & Intern Volunteer Onboarding Requirements

Requirement	What is it?	When does it apply?	Location	How often does it get done?
			Online Form: Link Here	

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.	<i>Volunteers should select "Intern or Service Learner Volunteer" for "Volunteer Type"</i> <i>Volunteers should enter the park or department 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 assignment or term.
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 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		Service Learners/Interns are not covered by VIC insurance, as such, they are not able to drive vehicles as part of service.		
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.