

OREGON DEPARTMENT OF FORESTRY

CAMP HOST VOLUNTEER SERVICE DESCRIPTION



INTRODUCTION

The Camp Host is a visible representative of the Oregon Department of Forestry and helps the agency manage the campground. Hosts play a key role in welcoming people to the campground and to the Tillamook State Forest.

THE CAMP HOST AGREES TO:

The Camp Hosts are agreeing to provide the following services and to abide by the following guidelines.

1. SUPERVISION

- a. Camp Hosts are under the direction of Oregon Department of Forestry personnel.

2. PUBLIC INFORMATION

- a. Camp Hosts will be a visible and positive representative of the Oregon Department of Forestry. (This includes promoting a positive campground image by keeping a clean campsite, having pets on a leash, etc...)
- b. Camp Hosts will cordially greet visitors.
- c. Camp hosts will inform campers about the campground, the fee system, and campground regulations.
- d. Camp Hosts provide information and education about recreation on the Tillamook State Forest that will promote responsible recreation use.
- e. Camp Hosts assist Oregon Department of Forestry in providing a recognizable presence in campground facilities used by the public.
- f. Camp Hosts provide information that will help increase compliance with State of Oregon regulations.

3. SAFETY:

- a. Camp Hosts provide for personal safety by being prepared for emergencies, thinking ahead, and having the proper equipment in good working order.
- b. Camp Hosts shall not put themselves or other forest visitors in jeopardy of injury while performing their duties.
- c. If a Camp Host is injured in the performance of host duties, the Oregon Department of Forestry must be notified of the injury and any treatment within 24-hours of the injury occurring.
- d. Camp Hosts will be observant for activities within the campground that require immediate attention and will contact ODF staff and/or Law Enforcement when emergencies occur.

4. ADMINISTRATION

- a. Camp Hosts document the hours spent each day in the performance of host duties.
- b. Camp Hosts maintain a log of notable events to be turned in to the Oregon Department of Forestry at the end of their stay.
- c. Camp Hosts provide proof of current rabies vaccination for all accompanying pets.
- d. Camp Hosts advise ODF staff in advance of all expected visitors and obtain permission for visitors to stay overnight in the camp host campsite.

5. FACILITY MAINTENANCE

- a. Camp Hosts perform the following maintenance duties:
 - ◆ Check the bathrooms at least two times per day cleaning them as needed or contacting ODF staff for support on extensive maintenance needs.
 - ◆ Sweep the bathroom floor.
 - ◆ Stock the toilet paper dispensers at least twice a day.
 - ◆ Clean-up after campers leaving the campground. (Make sure fire is out, clean up small garbage, call ODF staff as needed for support.)
 - ◆ Pick up trash in campsites, along campground roads, and in the day use area.
 - ◆ Restock the fee envelopes.
 - ◆ Identify campground maintenance needs.
- b. Camp Hosts pass on comments regarding trail conditions, facilities, or needs from their public contact.

6. EMERGENCY RESPONSE

- a. Camp Hosts provide a point of contact for the public to report accidents and injuries.
- b. Camp Hosts contact Station 800, Oregon Department of Forestry staff, and Law Enforcement as necessary to report incidents and to arrange for emergency services response.
- c. Camp Hosts are familiar with the locations of the nearest hospital and ambulance services.
- d. Camp Hosts coordinate getting emergency vehicles to accident/injury scenes as needed. This includes providing a lead-in, directions, or flagging a route to the scene.
- e. Camp Hosts document all pertinent information for Oregon Department of Forestry and Tillamook County Sheriff's Office records.
- f. Camp Hosts provide support as requested to Oregon Department of Forestry staff and Tillamook County Sheriff's Deputies.

7. EQUIPMENT

- a. ODF equipment shall be properly cared for and returned at the end of the your stay.
- b. Use of non-reusable supplies such as for first aid must be reported to ODF staff for replacement.
- c. Equipment damaged or lost must also be reported to ODF staff immediately.

8. RADIO USE

- a. Camp Hosts are provided ODF radios for use while on duty. All radio use must be consistent with provided training and current FCC regulations.
- b. Use radios only when necessary. Be sure to identify yourself to the ODF Officer before requesting assistance, or stating your reason for calling. Use clear, concise, plain language.
- c. Camp Hosts are required to check out and turn in equipment and radios at the end of the day.

9. PROHIBITED ACTIVITY

- a. Drinking of alcoholic beverages, use of illegal drugs or prescription drugs, which would impair a Host's judgement or ability to operate a motor vehicle, is strictly forbidden during any host activity.
- b. Upon consuming any alcoholic beverages Camp Hosts are officially off-duty and must not wear trail any host clothing or display Camp Host signs.
- c. Upon consuming alcoholic beverages the most a Camp Host can do to respond to any situation is to contact Oregon Department of Forestry staff or Law Enforcement personnel.
- d. Firearms are not to be displayed or used in any manner while conducting Camp Host duties.

THE OREGON DEPARTMENT OF FORESTRY AGREES TO:

The Oregon Department of Forestry agrees to perform the following duties to support the Camp Host Program.

1. ADMINISTRATION

- a. The Oregon Department of Forestry will maintain current host records, and other necessary documentation to support the program.
- b. The Oregon Department of Forestry will support hosts with regular visits to the campground and to the host site.

2. TRAINING & SAFETY

- a. The Oregon Department of Forestry will provide an orientation for each new host.
- b. The Oregon Department of Forestry will provide opportunities for basic radio training.
- c. The Oregon Department of Forestry will provide a job hazard analysis to identify safety and/or health hazards related to the Host position.

3. EQUIPMENT

- a. The Oregon Department of Forestry will check-out for use during their stay, the following equipment to Camp Hosts:
 - Host Campsite
 - Host Vehicle Magnet
 - Host Uniform Vests and/or Jackets
 - Firewood
 - Gas
 - Generator
 - Propane
 - ODF Radio
 - Radio Charger
 - Spare Radio Battery
 - Cleaning Supplies

4. EVALUATION & REVIEW

The Oregon Department of Forestry will give monthly performance evaluations and feedback to the Camp Hosts.