

Dear Park Host Applicant,

Thank you for your interest in Oregon Parks and Recreation Department's (OPRD) volunteer Park Host Program. As a host you are quite literally the visible face of our agency, helping visitors to feel welcome, answering their questions and orienting them to the surrounding area. Hosts perform a whole range of duties in Oregon's beautiful state parks. Common host duties include selling ice and firewood, cleaning yurts or cabins, conducting interpretive programs and tours, educating young campers through OPRD's Junior Ranger program, mowing lawns, repairing equipment, working on construction and painting jobs or opening and closing park gates. Participating parks provide host volunteers with a free campsite, usually with full hookup utilities for hosts who provide volunteer service for a minimum of one month.

Enclosed you will find a complete information packet with an outline of the host application process, general host duties descriptions and other program details, host application, regional listing of OPRD sites which utilize hosts, full-color OPRD Parks and Heritage Guide, brochure on RV Dump Sites, and a recent copy of the Volunteer Voice newsletter.

**If you are interested in applying for a hosting position, you are required to complete an annual application. Send your application(s) to the Salem office** for data entry and distribution to your selected parks or management areas.

Please be aware that the types and number of hosting opportunities vary from location to location and from season to season. Although we always strive to make the best possible match between your abilities, skills and interests and the parks' needs, it is most likely that we'll find a placement if you can be flexible in your location choices and duties. If you're a first time host with us, please consider starting off by volunteering either during Discovery Season (October through April), or in a central or eastern Oregon location.

**For all host positions, a criminal background check is mandatory.** For positions that require driving a state or personal vehicle to perform duties, a DMV check is also required. We perform this check only as a second step of the volunteer screening process, therefore you will not find the background check form in this packet. Although you may find this form on the OPRD website within the Host Directory document, **please do not submit it with your application.** You may download it later or when a park schedules you, staff will make sure you receive a copy to complete.

Once you read through this material, if you have questions or would like more information, please contact the State Parks Info Center at 800-551-6949. During evenings or weekends, feel free to leave a message on our Volunteer Hotline by dialing 877-225-9803. For your reference and convenience, a current list of host openings may be found on the volunteer pages of the OPRD website at: <http://egov.oregon.gov/OPRD/VOL/index.shtml>. We look forward to hearing from you.

Sincerely,

Jill Nishball  
Host Program Coordinator, Volunteer Services  
Recreation Planning & Programs Division

Enclosures