

**CITY OF SILETZ**  
**VOLUNTEER PARK HOST PROGRAM and REQUIREMENTS**

NOTE: Applicants must be able to pass a criminal background and drug test.

**PURPOSE OF HOST:**

To greet and provide services to visitors of the City of Siletz HEE HEE ILLAHEE Park. And encourage compliance with park rules and assist city staff in selected maintenance tasks.

**PARK LOCATION:** On the Siletz River at 350 Gaither SE, Siletz, Oregon 97380

**INSURANCE:**

Hosts are insured by the City of Siletz for liability and worker compensation while performing volunteer duties.

**RECREATION VEHICLE:**

The Park Location has full hook-up and water with sewer. There is a parking pad.

- Park Hosts must supply their own RV or truck and trailer. It must be in good working condition, not deemed derelict in nature with current licenses, tags, and registration in the name of the applicant.
- Park Hosts shall reside within the park for the duration of their assignment.

**LENGTH OF STAY:**

Host duration of stay is at the pleasure of the city. The typical minimum length of stay is three months; the maximum length may be up to 180 days. Length of stay is based on the needs of the City and individual host job performance.

**WHAT IS REQUIRED:**

- Support a safe, respectful, and inclusive park environment for park guests, staff, and volunteers.
- Honor and keep volunteer commitments.
- Pets of hosts are welcome, but may not be vicious or aggressive, and must have proof of current rabies vaccination.

**PROCESS TO BECOME A PARK HOST**

- Submit a park host application.

- Apply and interview for an open volunteer assignment.
- Complete the park host onboarding paperwork and requirements.
- Complete the background and driving records check.
- Be at least 18 years of age.
- Pass a criminal background check.
- Have a valid driver's license and insurance.

### **VOLUNTEER PARK HOST JOB DESCRIPTION:**

Greet and assist park visitors and answer questions. Be a viable representative of the Park with knowledge of park rules and regulations. The Park Host is not required to enforce the rules.

Be observant of activities within the park that require attention by park staff or law enforcement and contract help when emergencies occur. Call 911 for emergencies or the police.

Promote pride in our park by maintaining clean grounds and boat ramp, and performing minor maintenance tasks, such as daily litter pick up and emptying of garbage cans,

On a daily basis:

- Park hosts must work a minimum of two hours per day 7 days a week.
- Open the gate at Dawn and close the gate at Dusk.
- Open the Restrooms at Dawn and close them at Dusk.
- Walk through the park, noting any problems or concerns, and bring such problems or concerns to the attention of the City's Public Works Department.
- Clean and Stock Restrooms on a daily basis.
- Clean and empty trash daily around the grounds.
- Attend the 2nd Monday of the month meeting of the City Council.
- Keep the grounds mowed, weeded, and trimmed as needed.

Determine any additional duties and responsibilities through discussion with the Public Works Department. The Public Works Superintendent may add or delete special hosting assignments.

**HOW TO APPLY:** Prospective Park hosts must apply with a new application each calendar year. Obtain a Park Host Application from City Hall or online at [cityofsiletz.org](http://cityofsiletz.org).

Mail, hand deliver, or email your completed application to the City of Siletz City Recorder, P.O. Box 318 Siletz, Oregon 97380, or submit it to City Hall at 215 W Buford Ave or email to [admin@cityofsiletz.org](mailto:admin@cityofsiletz.org).

## **VOLUNTEER PARK HOST DUTIES DESCRIPTION:**

To greet and provide services to visitors of Siletz's Parks, encourage compliance with park rules, provide information and help with facilities and grounds upkeep.

Promote pride in our parks by maintaining a clean park and performing maintenance tasks.

### **Park Host Expectations:**

- Manage both Hee Hee Illahee and Old Mill Park by picking up trash and report and report to the city any issues that the park may have.
- Close gates to both parks at dusk and open them at dawn but during heavy fishing times the gates need to be opened earlier.
- Clean and maintain restrooms.
- Keep Park areas clean of trash and debris and keep cans maintained.
- Help keep order in the park.
- Be the eyes and ears for the city and a liaison for the sheriff's deputies. Work directly with Mayor Worman as a police and fire liaison.
- Work well with the Park and Recreation Committee.
- Help set up any approved function in the parks.
- Be warm and welcoming to the community.
- Communicate with the Park Commissioner. (Tina Retasket)
- Communicate with Public Works Lead.
- Good communication with Siletz Shuttle drivers for City Park, parking.
- Come to at least 1 city council meeting each month and report to the council with any updates of the parks.
- Always report any communications with law enforcement and the community to City Hall. Eyes ears mean just that, see and hear things. Take names, plates, car info, etc. Help detour bad behavior but do not police.

### **HOW TO APPLY:**

Obtain a Park Host Application from Siletz City Hall located at 215 W Buford Ave, Siletz, OR 97380, or online at [cityofsiletz.org](http://cityofsiletz.org). You can mail your application to P.O Box 318, Siletz, OR 97380 or hand deliver it to City Hall.

**City of Siletz Hee Hee Illahee Park**  
**VOLUNTEER PARK HOST APPLICATION**

**All adults who will be residing in the park must complete this form.**

Successful applicant(s) will be contacted for an interview. Candidates will be interviewed in person, except in the case of returning park hosts.

**Applicant #1**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

Are you employed? \_\_\_\_\_ Retired? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Phone number of employer: \_\_\_\_\_

**Applicant #2**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Message Number: \_\_\_\_\_

Are you employed? \_\_\_\_\_ Retired? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Phone number of employer: \_\_\_\_\_

Have you hosted in other parks? Yes \_\_\_\_\_ No \_\_\_\_\_

Park \_\_\_\_\_ Date \_\_\_\_\_

Park \_\_\_\_\_ Date \_\_\_\_\_

Is there any reason you could not perform the expected tasks of a Park Host?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please  
explain: \_\_\_\_\_

\_\_\_\_\_

Type of Recreational Vehicle:

Camper: \_\_\_\_\_

Trailer: \_\_\_\_\_

5<sup>th</sup> Wheel: \_\_\_\_\_

Motor Home: \_\_\_\_\_

Size of Recreational Vehicle: \_\_\_\_\_

Year of Recreational Vehicle: \_\_\_\_\_

State briefly your reasons for volunteering for a Park Host position:

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**References**

(Not related to you)

1: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Number of years known: \_\_\_\_\_

2: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Number of years known: \_\_\_\_\_

3: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Number of years known: \_\_\_\_\_

Dated: \_\_\_\_\_

Applicant #1 Name: \_\_\_\_\_

Applicant #1 Signature: \_\_\_\_\_

Applicant #2 Name: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

# City of Siletz

## AUTHORIZATION FORM TO CONDUCT CRIMINAL HISTORY BACKGROUND CHECK, AND VERIFICATION OF DRIVING RECORD AND STATUS

All employment applicants and volunteers are required to sign a Criminal History Background Check authorization as part of the application process with the City of Siletz.

"I, the undersigned, hereby authorize the City of Siletz to conduct a Criminal History Background Check as part of my employment or volunteer application process. In addition I authorize the City to conduct a check of my driving record and status. I hereby release and agree to hold harmless the City of Siletz, its employees and volunteers."

Applicant/volunteer please sign, date and complete all information requested below. (Use black or blue ink.)

**NOTE: ALL AREAS MUST BE COMPLETED OR THE BACKGROUND CHECK WILL BE REJECTED AS INCOMPLETE.**

Signature \_\_\_\_\_ Dated \_\_\_\_\_

First \_\_\_\_\_ Full Middle \_\_\_\_\_ Last \_\_\_\_\_ (Print)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_

SSN \_\_\_\_\_

Race \_\_\_\_\_

Sex: Male  Female

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**FOR OFFICIAL USE ONLY**

Date of Request: \_\_\_\_\_ City of Siletz \_\_\_\_\_

To: Lincoln County Sheriffs Department

From: City of Siletz

Please conduct a Criminal History Background Check and driving record/status check on this applicant or volunteer. Contact Human Resources with the results.

Date completed: \_\_\_\_\_ By: \_\_\_\_\_ Results:  No Criminal Record  
 Criminal Record

Date personnel department notified of results: \_\_\_\_\_

**Criminal History Verification of Applicants:**

The following questions are to assist in determining a prospective volunteer’s fitness as an applicant. The City will conduct a criminal background check on all prospective volunteers. A “Yes” answer does not automatically disqualify a prospective volunteer. If you answer “Yes” to any question, please provide details on a separate sheet, including the state where the conviction occurred. Each situation will be evaluated individually:

- Have you ever been convicted of any crime other than a minor traffic offence?

YES NO

- Have you ever been subject to a court order barring you from contact with any minor children and/or senior citizen?

YES NO

- Other than the above, is there any fact or circumstance that would call into question your ability to supervise, guide and care for children and/or senior citizens?

YES NO

I hereby give the City of Siletz permission to check civil and criminal records to verify any statement made on this form. I also hereby give the City permission to contact persons or organizations named in the application, or contact any person or organization that may have information concerning me to verify any statement made on this form. I hereby release and agree to hold harmless the City of Siletz, its employees and volunteers.

The facts set forth on this Application are true and correct to the best of my knowledge. I understand that false statements on this form will be considered sufficient cause to deny my application to be accepted as a volunteer or to dismiss me from volunteer work.

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**Signature**

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**Date**