The City of Warrenton is again seeking applicants for a volunteer park host who lives on site at Eben H. Carruthers Park, 1560 NW Warrenton Dr. for a period of one year. Water, sewer, garbage and electric provided. Applicants must provide their telephone service and an RV or trailer. Applications and expectations are available at City of Warrenton Municipal Center located at 225 S Main Ave, PO Box 250, Warrenton Or and ci.warrenton.or.us/parksandtrails. Upon selection, a background check and passing drug screen analysis is required. All pets must have proof of immunizations and all vehicles must be legally licensed and insured. Applications must be submitted on or before August 24, 2018 to be considered for a September 1, 2018 start date.
City of Warrenton
Volunteer Park Host
Application Form

Thanks for your interest in volunteering for the City of Warrenton! Please complete this entire application. Sections with * are required for consideration.

**Application Date:**

<table>
<thead>
<tr>
<th>Personal Information: (If there will be more than one volunteer park host living on site, both individuals must complete this application, too.) <em>You may withhold birthdate and social security number until you have been notified that your application is being considered, but these items are required to complete a background and criminal history check.</em></th>
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</thead>
<tbody>
<tr>
<td><em>Applicant’s Full Name:</em></td>
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<tr>
<td><em>Street Address:</em></td>
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<tr>
<td>City:</td>
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<tr>
<td>State:</td>
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<tr>
<td>Zip:</td>
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<tr>
<td><em>Mailing Address:</em></td>
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<tr>
<td>City</td>
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<td>State</td>
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<td>Zip</td>
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<tr>
<td><em>Telephone:</em> (Day)</td>
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<td>(Evening)</td>
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<td>(Fax)</td>
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<tr>
<td>(Email)</td>
</tr>
<tr>
<td><em>Driver’s License #:</em></td>
</tr>
<tr>
<td>* State</td>
</tr>
<tr>
<td>* Expiration Date</td>
</tr>
<tr>
<td>Birthdate</td>
</tr>
<tr>
<td>Social Security Number</td>
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<tr>
<td><em>Additional Applicant’s Full Name:</em></td>
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<tr>
<td><em>Street Address:</em></td>
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<tr>
<td>City:</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Birthdate</td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
</tbody>
</table>
Vehicle Information

*Current proof of liability insurance and valid vehicle license plate information must be attached for all personal use vehicles.

*RV License Plate #:  
*Type, size, length of recreation vehicle:  
*Current Insurance Carrier:  
*Current Insurance Policy #:  

*Extra Vehicle? Yes ☐ No ☐  
*Vehicle License Plate #:  
*State  
*Current Insurance Carrier:  
*Current Insurance Policy #:  

*Amperage required  
20amps ☐ 30amps ☐ 50amps ☐  
*Tip out Yes ☐ No ☐  

*Extra Vehicle License Plate #:  
Type of Vehicle  
*Current Insurance Carrier:  
*Current Insurance Policy #:  

Other Relevant Application Information

*Previous/Current Occupation:  
Are you Retired? Yes ☐ No ☐  

*Will you have a pet with you? Yes ☐ No ☐ (*Current rabies and distemper vaccination certification must be attached to your application. If you should get an animal while serving your tenancy as Volunteer Park Host, vaccination certification is due at the time the animal takes residence at the site.)  

Do you have current CPR certification? Yes ☐ No ☐  
Expiration Date:  

Personal References

Provide two references who are not family members.

*First Reference-
Name:  
Mailing Address:  
Home Phone:  
Work Phone:  
Alt Phone:  
Email:  
Relationship:  

*Second Reference-
Name:  
Mailing Address:  
Home Phone:  
Work Phone:  
Alt Phone:  

P:/FORMS/Parks and volunteers/20180816 Park Host Application Binder/COW Park Host Application Form 201808w.doc
<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Alt Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Relationship</td>
</tr>
</tbody>
</table>

**Employment References**
Provide two employment references.

**First Reference**
Name: 
Title: 
Business Name: 
Work Phone: 
Email: 
Number of Years Employed: 
Job Description: 

**Second Reference**
Name: 
Title: 
Business Name: 
Work Phone: 
Email: 
Number of Years Employed: 
Job Description: 

**Third Reference**
Name: 
Title: 
Business Name: 
Work Phone: 
Email: 
Number of Years Employed: 
Job Description: 
Tell us a little about yourself....

- **Experience, Skills, Special Interests and Hobbies:**

- Civic involvements, elected or appointed offices...

- **Volunteer Interests:**

- * How did you hear about volunteering at the City of Warrenton?

- * Why do you want to volunteer for the City of Warrenton?

- What other skills do you offer beyond the scope of work for park host? Please describe these skills.

- * Do you have any medical/physical conditions we should consider when assigning tasks?

- * Have you been convicted of a felony? Yes [ ] No [ ] If yes, please explain (include dates).

- Additional duties you would like to perform outside the scope of work for the Park Host.
* Time Availability (Park Host must be on site evenings 10:00p.m. to 6:00a.m. daily for security purposes unless prearranged with Public Works.) Additional availability should be listed below. (Estimated volunteer time needed: minimum of 2 hours per day 5 days a week on schedule suggested by City of Warrenton Public Works) –

<table>
<thead>
<tr>
<th>Available Hours Each Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
</table>

Emergency Information:
In an emergency, call…

First Contact:
Name: ________________________ Relationship: ________________________
Home Phone: ________________________ Work Phone: ________________________

Second Contact:
Name: ________________________ Relationship: ________________________
Home Phone: ________________________ Work Phone: ________________________

• Any allergies/physical limitations relevant to this position: ________________________

Disclaimer and Signature

IMPORTANT: If I am selected as Park Host, I understand that I must pass a drug screen urinalysis before I begin and periodically thereafter.

If selected as the Park Host, I understand the City of Warrenton will conduct a driving and criminal history background check and contact my references.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to acceptance as a Park Host, I understand that false or misleading information in my application or interview may result in my release from this volunteer position.

I have read and understand the Park Host responsibilities and I am capable of completing the required responsibilities.

Signature: ________________________ Date: ________________________
CITY OF WARRENTON
Volunteer Park Host Statement

I [Name- Please Print], am applying to serve as a Park Host for the City of Warrenton, As such, I take full responsibility for damages to my recreational and personal vehicle, and to my personal property sustained in the performance of my volunteer activities. I have supplied the City of Warrenton with valid vehicle insurance information for all my vehicles and will keep it current while serving as Park Host.

Volunteer’s Signature     Date

Department or Program Manager’s Signature     Date
Carruthers Park Volunteer Park Host Duties

Cleaning and restocking the restrooms

Restocking and dumping the doggy waste stations

Reporting materials or service requirements to Public Works at 503-861-0912.

Unlocking the restrooms at 7:00A.M. daily.

Locking the restrooms at 10:00P.M daily.

Reporting any vandalism or violent dog issues to the Warrenton Police Department at 503-861-2235 or 503-325-4411 after hours, on weekends and holidays.

Picking up garbage around the park.

Reporting all major maintenance to park buildings or property to Public Works at 503-861-0912 during the week between 7am and 330pm.

Reporting after hours, weekends, and holiday emergencies to 503-791-0407 or Astoria Police Dispatch at 503-325-4411 depending on the nature of the issue.

Reside on site during evenings, weekends and National holidays.

Notifying the City Public Works Department five days before any planned absences of more than 24 hours.

No planned absences exceeding 40 hours without prior approval of the Public Works Director, 503-861-0912.

Reside at the facility for a period of not less than 1 year.

I accept these responsibilities and understand that if any materials or services are required to complete tasks, I will contact the City of Warrenton Public Works Department at 503-861-0912 during the week between 7am and 330pm.

Signed ________________________________ Date: ________________________________

Signed ________________________________ Date: ________________________________