



OREGON PALEO LANDS INSTITUTE FOSSIL, OR

APPLICATION Visitor Center HOST

(Attach a separate application for each person. Include a separate resume if you wish.)

DO NOT ADD INFO NOT REQUESTED – NO SS#'s or DL#'s PLEASE

Oregon Paleo Lands Center www.paleolands.org

Application for the Calendar Year

of People Occupying Host Camp Site

Applicant's

Last Name:

First Name:

Middle Initial:

Full Name(s) of other people staying with you at host campsite:

Will you have a pet with you?

(Current rabies vaccination certificates are required; be sure to bring with you)

PART 1: Contact Info

PRIMARY Mailing Address:

Include ALTERNATE Address Below if you Wish:

Street:	Street:
City, ST, Zip:	City, ST, Zip:
Primary Phone #:	Primary Phone #:
2 nd /Alternate Phone #:	2 nd /Alternate Phone #:
Is this mail forwarding address only? If no, which month(s) can mail reach you here?	Which month(s) of the year can mail reach you here? What's the best way to contact you?
Primary E-Mail Address:	Secondary E-Mail Address:

PART 2: Job History/Skill Assessment:

Are you retired?

Previous Occupation (s):

Current Occupation:

Please check the box of those skills/duties that you are interested in performing. After each, please select whether you have either (E) - Experience in this skill, or (I) - Interest in gaining this skill. Use the blank lines to indicate other professional, vocational or personal skills you have that you'd like to contribute.

<input type="checkbox"/> Customer Service (cse) -	<input type="checkbox"/> General Interpretation (int) -	<input type="checkbox"/> Maintenance (mnt) -	<input type="checkbox"/> Training/Supervision (trn) -
<input type="checkbox"/> Computer Skills (cmp) -	<input type="checkbox"/> Public Speaking (spk) -	<input type="checkbox"/> Small Engine Repair (rpr) -	<input type="checkbox"/> Youth Programs (yth) -
<input type="checkbox"/> Recycling (recy) -	<input type="checkbox"/> Animal & Bird ID (aml) -	<input type="checkbox"/> Electrical (elec) -	<input type="checkbox"/> Env. Education (envd) -
<input type="checkbox"/> Research (res) -	<input type="checkbox"/> Plant ID/Botany (bot) -	<input type="checkbox"/> Construction (cons) -	<input type="checkbox"/> Recreation/Games (rcp) -
<input type="checkbox"/> Routing/Sign Making (sgf) -	<input type="checkbox"/> Oregon History (ORhst) -	<input type="checkbox"/> Painting (pnt) -	<input type="checkbox"/> Crafts (cft) -
<input type="checkbox"/> Security (sctv) -	<input type="checkbox"/> Lighthouse History/Tours (L) -	<input type="checkbox"/> Masonry (msn) -	<input type="checkbox"/> Campfire Programs (cfpa) -
<input type="checkbox"/> Safety Training (sft) -	<input type="checkbox"/> Walking Tours (wlktr) -	<input type="checkbox"/> Plumbing (plmb) -	<input type="checkbox"/> Photography (pho) -
<input type="checkbox"/> Store Operations (stop) -	<input type="checkbox"/> Kayak Tours (ktr) -	<input type="checkbox"/> Mowing/Weeding (mow) -	<input type="checkbox"/> Writing/Journalism (wrt) -
<input type="checkbox"/> Visitor Center Operations (vcop) -		<input type="checkbox"/> Gardening/Landscaping (gdn) -	
Other:			

Licenses/Certificates/Training: (Include year of last training and expiration date, if applicable)

Teaching (which subjects/grades?)	Q-Customer Service Training	First Aid/CPR
Interpretive	Verbal Judo Training	Other

Driver's License STATE of Issue Only (do not include DL #):

Exp. Date: (mo/day/yr)

Background Checks/SAIF Insurance

- A criminal history check is mandatory before your first host assignment is finalized.
- If your assignment requires occasional driving a personal vehicle, a DMV check is conducted.
- This volunteer position is covered under Oregon Worker's Compensation Insurance

PART 3: Past Hosting Work

Have you been a host or staff at similar centers, parks or recreation areas? If yes, List most recent experiences first and include all assignments during the last year you hosted. Attach 2nd sheet if needed.

- 1) **Park/Center** **State:**
Host Type/Duties:
Dates (from/to): **Contact Name & Phone #:**
- 2) **Park/Center** **State:**
Host Type/Duties:
Dates (from/to): **Contact Name & Phone #:**
- 3) **Park/Center** **State:**
Host Type/Duties:
Dates (from/to): **Contact Name & Phone #:**

PART 4: Dates of Availability

OPLI is seeking qualified volunteers for one or two- month assignments April- October. Use the chart below to indicate the months you are available this year. If you have been assigned to other parks during the year, be sure to check that you are not available, and list the parks by month in the last column.

Month/Year	Available or Not Available	Already Assigned (list park)
April	-	
May	-	
June	-	
July	-	
August	-	
Sept	-	
October	-	

PART 5: Park Host

Please review OPLI's **VISITOR CENTER HOST DESCRIPTION** for general duties
Then check all boxes that apply.

I/We are interested in the following types of hosting assignments:

- | | | |
|---|---|---|
| <input type="checkbox"/> Campground Host | <input checked="" type="checkbox"/> Visitor Services Host | <input type="checkbox"/> Extended Stay/Special Project Host (<i>more than 3 months</i>) |
| <input type="checkbox"/> Day-use Host | <input type="checkbox"/> Maintenance Host | <input type="checkbox"/> Emergency Fill-in (<i>last minute or less than 1 month</i>) |
| <input checked="" type="checkbox"/> | | |
| <input type="checkbox"/> I/We would like to be placed on a waiting list until the parks I desire have openings. | | |
| <input type="checkbox"/> Please Call! I am/We are willing to consider other assignments as needed | | |
| <input type="checkbox"/> | | |

PART 6: My References.

List 2 references for each applicant, and include your relationship to them. In the left column, select if these are **Personal** or **Professional** references. In the right column indicate how long you have known each.

	Reference Name/Relationship	Address, City, ST, Zip	Phone Numbers	How long
	-1			
	-2			

PART 7: OPLI Interview, and Placement.

Interviews

OPLI will conduct interviews of qualified applicants for one or two- month assignments as soon as you submit an application, until all April-October openings are filled. OPLI can set up in- person interviews in Fossil or in Bend, or by phone if required.

Placement Questions (attach extra pages if needed)

1. Do you have any medical/physical conditions or limitations to be taken into consideration when assigning tasks?

***NOTE:** All hosts do need to be physically able to perform the duties of the jobs they accept. Depending on your specific hosting assignment, we may be able to modify the work to accommodate your needs. **Please explain.**

2. Why is Visitor Center hosting a volunteer job you would like

3. List other experience you have that involved meeting, informing, assisting, educating the public.

4. Is there anything else you'd like us to know about you?

5. How did you learn about OPLI's Park Host Program?

PART 8: Your Recreational Vehicle/ Camping Equipment

Wheeler Co Fairgrounds RV Park can accommodate most size/length of RV or tent camps. OPLI provides each Park Host with a RV camp space and electrical hookup at no cost for the duration of an assignment, in cooperation with the Wheeler Co Fair Board. Park Hosts with RVs will be responsible to the Fair Board for a monthly electrical deposit to cover actual charges.

Make/Year of RV:	Other:		
Length of Entire Unit: (RV and/or Truck/Trailer)	Is there an Extra or Tow Vehicle?	Length:	
Slide-Outs?	Amps Needed:	Will you accept a site without full hook-ups?	
Do you have a Satellite Dish?	If yes, is it mounted on your RV or a separate portable one?		

By Oregon law and as a safety precaution for visitors, staff, and other volunteers, all hosts are subject to a criminal background check each year before assigned duties can begin. Upon scheduling, we will request that you provide information for a separate criminal history/DMV check. Please read the statement below, fill in your name, approval, and date the application.

I _____, hereby certify that the information provided on this application is true and correct to the best of my knowledge and belief. I hereby grant OPLI permission to verify facts contained here within. I hereby authorize the release of any relevant information pertaining to reference checks, criminal history, driving records, education, work and volunteer history to verify my eligibility to volunteer at any site operated by OPLI. I agree to abide by OPLI's Volunteer Guidelines as provided.

Applicant's Approval:

Today's Date:

PLEASE EMAIL OR Mail APPLICATION TO:

1. Host Coordinator: Bonnie Lofton bonnie.g.lofton@gmail.com
33475 Cougar Mountain Road, Mitchell, OR. 97750

2. Host Assistant: Richard Ross richardnross@earthlink.net or
246 NW Florida Ave., Bend Or 97703.

OPLI developed this Visitor Center Host position with advice from Oregon State Parks. OPLI welcomes volunteers who have served at State Parks or similar sites and also encourages potential OPLI hosts to also check out the State Parks Park Host program: http://oregonstateparks.org/index.cfm?do=getinvolved.dsp_volunteerHosting

