

The City of Warrenton is seeking **Volunteer Park Hosts** for the Quincy and Bessie Robinson Park at 300 SW Alder Avenue. The park has a Gazebo with water and electricity, a Community Garden, Playground, Tennis Courts, four ball fields, restrooms and a concession stand. A Community Center is located adjacent to the park. The restrooms are open from 8am to 10 pm daily. The ball fields are available by reservation.

**Volunteer Parks Hosts** will reside on premises in their own recreational vehicle at a site provided by the City of Warrenton which will include water, sanitary sewer, electricity and garbage and recycling services. Volunteer Park Hosts will be expected to maintain a tidy site.

All persons considered for **Volunteer Park Hosts** will be required to provide information for an in depth background check and will be subject to drug testing per City policies.

**City** will provide Workmen's Compensation for the **Volunteer Park Host**.

**City** will do a complete background check on all **Volunteer Park Hosts**.

All prospective Volunteer Park Host applicants must complete a Volunteer Park Host application to be considered for this position.

**Volunteer Park Hosts** will receive a ball field reservation list and game schedules from City of Warrenton Public Works.

**Volunteer Park Hosts** will receive a reservation list from City of Warrenton Public Works for the Gazebo.

**Volunteer Park Hosts** will provide the City of Warrenton Public Works Office with a working telephone number at all times.

The City of Warrenton expects **Volunteer Park Hosts** to greet visitors and make them feel welcome. This may include answering questions, receiving comments and making themselves readily accessible to the public.

The City of Warrenton expects **Volunteer Park Hosts** to inform City of Warrenton Public Works Department at 503-861-0912, of any unusual or hazardous circumstances occurring on or about the premises including, but not limited to:

- a. Damage to buildings
- b. Litter
- c. Broken equipment
- d. Theft of any **City** property
- e. Repairs or improvements needed to the grounds or equipment

Notice of such circumstances shall be given to the City of Warrenton Public Works Department not later than the first working day following discovery.

The City of Warrenton encourages applicants for these positions which will be a maximum of 6 months in duration to include a proposal of volunteer activities at the site. Such volunteer activities might include, but would not be limited to:

Opening and closing park restrooms on weekends and holidays

Cleaning and paper stocking of the restroom facilities as needed on weekends and holidays. City will provide janitorial products and equipment.

Emptying trash at restrooms, gazebo, playground and ball fields when needed.

Picking up and disposing of litter on Parks grounds.

Assisting Public Works personnel with the issue and return of recreational equipment (bases, etc) available for use while in the park.

Assisting Public Works parks personnel with routine minor maintenance and repairs to the restroom facilities, park structures, grounds and equipment. **City** will provide the **Volunteer Park Host** with tools and supplies to perform routine maintenance and repairs. This list is to include, but not limited to:

- a. Minor plumbing repairs
- b. Changing out of light bulbs
- c. Minor repair of park equipment
- d. Providing a secure place for found items.

Assisting Public Works by mowing the parks grounds with the riding lawn mower provided by the **City**.

**City** will provide the **Volunteer Park Host** with tools and supplies to perform routine maintenance and repairs.

Turning water and electricity on and off for the gazebo before and after each event at the Gazebo.

**City** will provide **Park Host** with necessary personal protective equipment (PPE) to complete proposed tasks.

### **Selection of Volunteer Park Hosts**

Selection of Volunteer Park Hosts will be made by the City Manager, Public Works Director and a member of the Parks Advisory Board based on the Volunteer Park Host applications, background check and volunteer activities proposal.