

The City of Warrenton is seeking **Volunteer Park Hosts** for the Quincy Robinson City Park located at 300 SW Alder Avenue and Eben H. Carruthers Memorial Park located on NW Warrenton Drive. Quincy Robinson City 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 ball fields are available by reservation. The restrooms in both parks are open from 8 a.m. to 10 p.m. daily.

Volunteer Park Hosts will reside on the premises in their own recreational vehicle at a site provided by the City of Warrenton. The **City** will provide essential services to the site, such as water, sanitary sewer, electricity, garbage and recycling services at no charge. **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 a background check and will be subject to drug testing subject to City policies.

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

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

All prospective Volunteer Park Host applicants must complete a Park Host Application Form 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 Department on a weekly basis (Quincy Robinson Park).

Volunteer Park Hosts will receive a reservation list from the City of Warrenton Public Works Department for the Gazebo on an as needed basis (Quincy Robinson Park).

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

The City of Warrenton requests **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 requests **Volunteer Park Hosts** to inform the City of Warrenton Public Works Department at 503-861-0912 of any unusual or hazardous circumstances occurring on or about the premises.

The City of Warrenton encourages applicants for these positions which will be a maximum of 6 months in duration to include a proposal of possible volunteer activities at the site. The City does expect the **Volunteer Park Host**, at a minimum conduct the following:

- 1) Open and close park restrooms at 8:00 a.m. and 10:00 pm. respectively.
- 2) Advise Public Works Department of full trash receptacles.
- 3) Walk the park, at least daily, and advise Public Works Department of any problems.
- 4) Advise Public Works Department of routine maintenance and repairs to the restroom facilities, park structures, grounds and equipment that may be needed.
- 5) Turn water and electricity on and off before and after each scheduled event at the Gazebo.
- 6) City will provide Park Host with necessary personal protective equipment (PPE), if needed.

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.