



## **Non-Paid Marina Camp Host**

**Warrenton Marina Camp Host – One Position**  
**Hammond Marina Camp Host – Two Positions**

**Needed:** From May 1, 2024 – September 30, 2024 (Or when available)

**Work Location:** City of Warrenton Marinas Warrenton and Hammond Marinas.

Power and Water available. Dump site located at Ft. Stevens State Park. Showering and restrooms available in marina.

**Purpose of Assignment:** Support the City of Warrenton Marina Staff by assisting in maintenance tasks to provide a safe and enjoyable customer experience. Fish, Serve, and Stay in one of Oregon's most dynamic and busy fishing areas.

**Weekly Schedule:** This position is expected to possibly work up to 20 hours per week with days off and hours needed somewhat flexible. Hours needed will primarily be evenings weekends especially during high volume times.

### **Assigned Tasks:**

- Engage Guests and Provide Exceptional Customer Service
- Provide information to customers, check vehicles/sites for camping payment and inform of designated camping areas
- Answer questions regarding marina camping information – including where to pay, camping rules and local area services and attractions
- Contact Harbormaster or other designated employee if a situation arises that is an immediate safety hazard, an unresolvable customer issue and call 911 if the situation warrants.
- General housekeeping duties such as stock restrooms, check portable toilets and lockup if overflowing, and monitor and clean fish cleaning station and liter clean up. Some light landscaping and other small tasks that maybe helpful to crew. Lock and unlock showers

**Requirements:** Meet all physical requirements listed below. Ability to safely perform duties as directed by marina staff, use city approved cleaning supplies, and ability to walk in marina grounds.

**Desired Attributes:** The ability to handle excited fishermen and fisherwomen. Strong customer service skills with the desire to assist during the crazy busy Columbia River Buoy 10 fishing season, effective communication with attention to detail along with a positive attitude and the ability to enjoy yourself and your surroundings.

**Physical Requirements:** Bending, twisting and the ability to lift up to 50lbs if necessary

Applications are available at Warrenton City Hall, 225 S. Main Ave., Warrenton, OR 9:00 am to 5:00 pm and online at <http://www.ci.warrenton.or.us/jobs> and emailed to [harboroffice@ci.warrenton.or.us](mailto:harboroffice@ci.warrenton.or.us)



# City of Warrenton Volunteer Park Host Application Form

Thanks for your interest in volunteering for the City of Warrenton! Please complete this entire application.

Application Date:

## Personal Information:

Full Name:

Street Address:  City:  State:  Zip:

Address  City  State  Zip

Telephone: (Day)  (Eve)

(Fax)  (Email)

Driver's License #:  Current Insurance:  Attach copy

Driver's License Expiration Date  Birthdate

Social Security Number

Additional persons residing with you must complete a separate application. Will any other person reside in the trailer at the Park?

Yes ☐ No ☐ If yes, place full name here

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.

RV License Plate #:  Current Insurance:

Previous/Current Occupation:  Retired? Yes ☐ No ☐

Will you have a pet with you? Yes ☐ No ☐ (Current rabies and distemper vaccination certification required, bring a copy with you)

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

Type, size, length of recreation vehicle:  Extra Vehicle? Yes ☐ No ☐

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

**References:**

## First Reference-

Name: Address: Home Phone: Work Phone: Alt Phone: Email: 

## Second Reference-

Name: Address: Home Phone: Work Phone: Alt Phone: Email: 

## Third Reference-

Name: Address: Home Phone: Work Phone: Alt Phone: Email: **Tell us your...**

- 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?

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

	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
Hours Each Day							

consider

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

**Availability:** - (Estimated volunteer time needed: minimum of 2 hours per day 5 days a week on schedule suggested by City of Warrenton Public Works) -

Time Availability:

### 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF WARRENTON

### Volunteer Park Host Statement

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I , am applying to serve as a Park Host for the City of  
(Name- Please Print)

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.

<input type="text"/>	<input type="text"/>
Volunteer's Signature	Date

<input type="text"/>	<input type="text"/>
Department or Program Manager's Signature	Date