

Umatilla Marina & RV Park Host Application



2024 UMATILLA MARINA & RV PARK HOST APPLICATION

Open until filled. First review, April 1st, 2024

Note: Applicants must be able to pass a criminal background check.

PURPOSE OF HOST:

To greet and provide services to visitors of Umatilla Marina & RV Park, a park located in the Umatilla Parks & Recreation Department, encourage compliance with park rules and assist Parks & Rec and Marina office staff in selected maintenance tasks (clean restrooms, empty garbage, and clean campsites).

COMPENSATION: \$800/Month Stipend **PARK LOCATION:** Umatilla, OR

INSURANCE:

Hosts are insured by the City of Umatilla for liability and workers compensation while performing duties.

RECREATION VEHICLE:

The Park Host location offers full hook-up for a single RV. The Umatilla RV Park campsite has a parking space and picnic table.

LENGTH OF STAY:

Host assignment and duration of stay is at the pleasure of the City. The required length is April 15, 2024 through October 15, 2024. Contract is renewable for six month increments after initial stay.

PARK HOST DUTIES:

Greet and assist park visitors, answer questions, receive comments and pass out publications. Collect registration information from campers and monitor their stay. Be a visible representative of the Park and Recreation Department, with knowledge of park rules and regulations.

Be informed about the park setting, location of other parks, and local attractions and activities.

Be observant of activities within the park that require attention by park and Marina staff or law enforcement and contact help when emergencies occur. Call 911 for emergency or police.

Promote pride in our parks by maintaining a clean campsite and performing minor maintenance tasks, such as daily litter pick up, restroom stocking and cleaning and emptying of garbage cans.

Weekday duties:

- Week day schedule consist of Monday, Thursday and Friday evenings for approximately 3 hours. Park Host will have Tuesday and Wednesday off.
- Walk through the park, noting any problems or concerns, and bring such problems and concerns to the attention of City of Umatilla staff.
- Assist guests with after-hours check-in.
- Clean and fill paper products in restrooms during evening shifts.

Determine any additional duties and responsibilities through discussion with the Parks Department staff and Marina staff. Park and Recreation staff or Marina staff may add or delete special hosting assignments in consultation with park host. Please check with the Park or Marina staff if you have any questions.

Weekend duties:

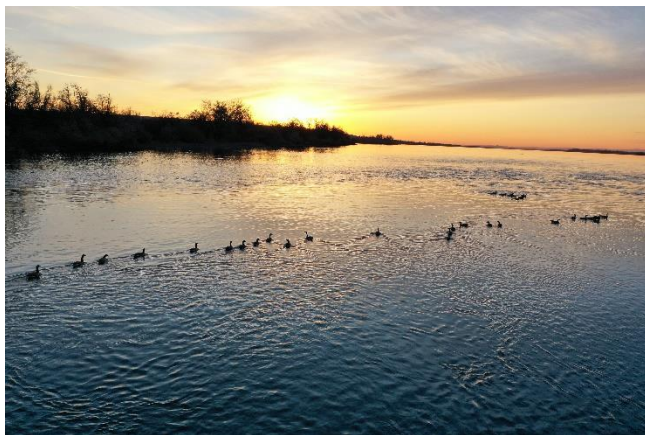
The following tasks must be completed between noon and 2pm Saturday and Sunday:

- Clean bathrooms (Marina Park and RV Park bathrooms) - responsibilities include but are not limited to: restocking toilet paper, paper towels and soap dispensers and emptying garbage containers. Deeper cleaning restrooms on an as needed basis.
- Clean RV sites - check and maintain fire pits, pickup garbage from sites and grassy areas.
- Maintain fish cleaning stations - empty out contents and discard in appropriate containers. Clean station surfaces and surroundings.
- Check docks - pick up garbage and verifying boats

The following tasks are completed after 5pm on Saturday and Sunday

- Close and secure lower Marina gate at 5 pm.
- Greet guests between 5pm-9:30pm

HOW TO APPLY:



Complete Park Host Information form (next page) and provide a resume that includes references. Mail or hand deliver your completed application materials to: Chris Waite, City of Umatilla, 700 6th Street, Umatilla, Oregon 97882, or emailed to chris.waite@umatilla.gov.

Questions, contact Chris Waite, Parks & Recreation Director at 541-922-3226 ext 123 or chris.waite@umatilla.gov.

Successful applicant(s) will be contacted for an interview. Interviews will be in person, zoom, or by phone.

**City of Umatilla PARKS AND RECREATION PARK
HOST INFORMATION**

**All adults who will be residing in the park must complete this form
and include a resume with three (3) references.**

Applicant Information

Last Name: _____

First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Have you hosted in other parks? Yes _____ No _____

If yes, What kind of paid or volunteer experience do you have? Describe park name, your role/job title, and description of duties.

Type of Recreational Vehicle:

Camper: _____ Trailer: _____

5th Wheel: _____

Motor Home: _____

Size of Recreational Vehicle: _____

Year of Recreational Vehicle: _____

State briefly your reasons for applying for a Park Host position:

