



PARK HOST POLICY

ADOPTED 3/28/2016
REVISED 07/25/2018
POLICY # WG-2016-3

PURPOSE

This policy establishes the application process and expectations of a Willow Grove Park Host. All individuals seeking to serve as a Willow Grove Park Host Volunteer (Host) will comply with and take notice of the following.

APPLICATION & SELECTION PROCESS

1. Individuals seeking to serve as a Park Host are required to complete and submit a Park Host Application to the Port.
2. Applicants must be at least twenty-one (21) years of age.
3. Applicants must pass a criminal background check.
4. Applicants selected for further consideration must participate in an interview process.
5. Applicants will be notified of their application and/or selection status in writing.

LENGTH OF SERVICE

1. Park Hosts must be willing and capable of remaining on-site at the Park for a minimum of sixty (60) consecutive days.
2. At the Port's discretion, a Park Host may be authorized to remain on-site for a longer period of time provided an acceptable Park Host applicant is not available.
3. Park Hosts serve at the discretion of the Port. Consequently, the Port reserves the exclusive right to revoke its authorization for an individual or individuals to serve as the Park Host, and to evict from the Park without notice or other process those whose authorization has been revoked.

AMENITIES

Park Host will be provided with the following:

1. A designated camper/recreational vehicle campsite.
2. Water, sewer, electrical, washer/dryer and garbage services.
3. Annual motorized watercraft permit.
4. Port issued cellular phone for work related phone calls.
5. Port issued vehicle for use at the Park.
6. Port-issued apparel.
7. **Internet service**
8. All other equipment and supplies required to perform the essential duties of a Park Host.

JOB DESCRIPTION/ DUTIES

The Park Host shall:

1. Remain on site for a minimum of thirty (30) hours per week (Monday through Sunday).
2. Open the Park gates daily at sunrise and close them daily at sunset.
3. Monitor watercraft launch areas for watercraft permits daily.
4. Remain visible as the point-of-contact for Park patrons to ask questions. Hand out information to Park patrons concerning Park rules and policies. Encourage patrons to use the Park facilities safely and responsibly.
5. Maintain bulletin boards by ensuring that Port issued brochures are stocked and by removing all non-Port unauthorized postings.
6. Be observant and capable of immediately contacting the Park Superintendent, contracted security, and/or local law enforcement or emergency services when emergencies (whether medical or otherwise) occur in the Park.
7. Reasonably manage parking at the Park and boat launch to advance the efficient, effective, and safe use of available space.
8. The Park Host is not responsible for enforcing Park rules and local laws.
9. Generally, maintain the Park and facilities and report maintenance needs and damage to Park assets to the Park Superintendent.

10. Restock life jacket loaner boards (as needed).
11. Monitor the cleanliness of Park restrooms and restock as needed. Report restroom cleaning and supply needs to the Park Superintendent.
12. Perform other duties as agreed.

REQUIREMENTS

The Park Host is required to:

1. Utilize a licensed RV (motorhomes/ trailers/ campers) only. No tent camping.
2. Have the ability to work independently, professionally, and cooperatively.
3. Remain accessible by Port issued cell phone at all times.
4. Adhere to the Port cell phone policy at all times.
5. Dress appropriately.
6. Have the capability to perform physical work duties in an outdoor environment. Must be able to sit, stand, bend/reach, and walk (or accessible equivalent) for varying lengths of time (position may require extended periods in the outdoors during adverse conditions such as heat, cold, or rain).
7. Have the ability to commit to a minimum stay of sixty (60) days.
8. Have the ability to pass a criminal background check.
9. Have or obtain a valid government-issued driver's license.
10. Maintain state mandated levels of automobile, recreational vehicle, watercraft, and/or homeowners insurance necessary to cover personal property against loss.
11. Maintain state licensing and registration of automobile, watercraft, and/or motor home/trailer.
12. Provide the Port with a waiver of claims for injury and/or personal property damage.
13. Submit weekly timecard.

EXPECTATIONS

The Park Host is expected to:

1. Maintain a clean and orderly Host campsite.
2. Not sell anything in the Park.
3. Not erect additional structures or storage containers.
4. Limit all plants or gardens to portable containers.
5. Not perform vehicle, RV or boat maintenance in the Park.
6. Not use Port of Longview equipment or facilities for personal benefit.
7. Only camping and recreational equipment may be in public view. All other equipment must be stored out of sight.
8. Not smoke, vape or use tobacco, except within Host's RV and in Park designated smoking areas.
9. Not publicly consume alcohol, nor consume alcohol during on-duty hours.

10. Represent the Port, therefore the Host should avoid offensive language or conduct, and avoid displaying signs, decals, bumper stickers, and/or posters that express political or religious viewpoints.
11. Keep their dog(s) on a leash or within a fenced area at the Park Host site.

REFERENCES

WG-2016-1 Park General Rules

WG-2016-7 Event Policy

POL Park Host Guide