MORGAN LAKE PARK HOST APPLICATION – Open until Filled.

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

PURPOSE OF HOST:
To greet and provide services to visitors of Morgan Lake, a park located in the La Grande Parks & Recreation Department, encourage compliance with park rules and assist staff in selected maintenance tasks, specifically help clean restrooms, empty garbage, and destroy clean campsites.

COMPENSATION: $500/Month Stipend

PARK LOCATION: Morgan Lake

INSURANCE:
Hosts are insured by the City of La Grande for liability and workers compensation while performing duties.

RECREATION VEHICLE:
The Park Host location has a sewer hook-up only, however, the city will provide potable water, propane refills and gas for a power generator, but the host must provide the generator. The Morgan Lake campsite has a parking pad, shelter, picnic table, and fire pit.

LENGTH OF STAY:
Host assignment and duration of stay is at the pleasure of the City. The required length is May 1 through September 30.

PARK HOST JOB DESCRIPTION:
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. The Park Host is not required to enforce the rules.

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 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 and emptying of garbage cans.

On a daily basis:
- Park hosts work approximately three hours per day 7 days a week.
- Walk through the park, noting any problems or concerns, and bring such problems and concerns to the attention of City of La Grande’s parks staff.
- Clean and fill paper products in restrooms on a daily basis.

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

**HOW TO APPLY:**

Prospective park hosts must apply with a new application each calendar year. Complete a City of La Grande employment application including references:

[http://www.cityoflagrande.org/muraProjects/muraLAG/laqCity/assets/File/City_Application_-_with_all_forms(7).pdf](http://www.cityoflagrande.org/muraProjects/muraLAG/laqCity/assets/File/City_Application_-_with_all_forms(7).pdf)

Mail or hand deliver your completed application to City of La Grande’s Parks & Recreation offices located at 2402 Cedar St. in La Grande, OR 97850. Questions, contact Stu Spence, Parks & Recreation Director at 541-962-1348 or [sspence@cityoflagrande.org](mailto:sspence@cityoflagrande.org).

Successful applicant(s) will be contacted for an interview. Candidates will be interviewed in person or by phone, except in the case of returning park hosts.
City of La Grande PARKS AND RECREATION
VOLUNTEER PARK HOST INFORMATION

All adults who will be residing in the park must complete this form as well as a City employment application.

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 volunteering for a Park Host position:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________