



Volunteer Application Packet

P.O. Box 1007 | 120 Marina Way
Winchester Bay, Oregon 97467
Phone: (541) 707-1220

www.winchesterbayresort.com
diane.bynum@douglascountyor.gov

Winchester Bay RV Resort seeks teams comprised of two people willing and able to fully participate in the duties as camp hosts. If this sounds like you, please read and follow the instructions carefully.

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APPLICATION INSTRUCTIONS

1. Read the volunteer camp host description of duties in full. If you have any questions, don't hesitate to call or email before filling out the application.
2. **Complete and return the application WITH the following:**
 - A brief resume for each person.**
Include any prior experience as a Camp Host, however, prior experience is not a requirement.
 - Attach one or more photos that include:**
 - a) Each person listed in the application
 - b) Your RV unit AND any vehicles
 - c) Your pets, if any
3. **Return completed application and attachments to:**

Attn: Diane Bynum
Salmon Harbor Marina
PO Box 1007
Winchester Bay, OR 97467

If you have any questions, please call Diane
(Monday - Friday 8:00am to 4:45 pm).

Direct Phone: (541) 707-1220

or send an email to:
Diane.Bynum@douglascountyor.gov

Important:

To be considered, your application must include ALL requested information and photos. Applications will be kept on file for two years from date of receipt. A new application may be submitted every two years.

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SECTION 1: Applicant Information

Applicant #1:

Full Name
Address Line 1
Address Line 2
Cell Phone
Email
Unisex T-Shirt Size: <input type="checkbox"/> SM <input type="checkbox"/> MD <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL

Applicant #2:

Full Name
Address Line 1 <input type="checkbox"/> Check if same as applicant #1
Address Line 2
Cell Phone
Email
Unisex T-Shirt Size: <input type="checkbox"/> SM <input type="checkbox"/> MD <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL

SECTION 2: Emergency Contact

Full Name: _____

Relationship: _____

Cell Phone: _____

Alternate Phone: _____

SECTION 3: RV Information

Type:

- Motorhome
 5th Wheel
 Trailer

Length: _____ ft.

Slides (#):

- Driver side 0 1 2 3
Passenger side 0 1 2 3

Extra Vehicle:

- Vehicle Towing RV Vehicle in Tow Extra vehicle Boat None

SECTION 4: Pet Information

Do you plan on having a pet?

- Yes No

If yes, how many?

- 1 2 3 4+

Will you be able to provide a current rabies vaccination certificate for each pet, if asked?

- Yes No

Please list the type (cat, dog, bird, etc.) of animal and breed for each pet:

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SECTION 5: Skills / Interests

Please check the box of those skills/duties that you are interested in performing at our parks. After each, please circle whether it is applicant #1 or applicant #2 that is interested.

- | | | |
|---|--|---|
| <input type="checkbox"/> Customer Service 1 / 2 | <input type="checkbox"/> Light Maintenance 1 / 2 | <input type="checkbox"/> Computer Skills 1 / 2 |
| <input type="checkbox"/> Recreation/Games 1 / 2 | <input type="checkbox"/> Security 1 / 2 | <input type="checkbox"/> Gift Shop 1 / 2 |
| <input type="checkbox"/> Mowing/Weeding 1 / 2 | <input type="checkbox"/> Landscaping 1 / 2 | <input type="checkbox"/> Assisting Office 1 / 2 |
| <input type="checkbox"/> Cabin Cleaning 1 / 2 | <input type="checkbox"/> Restroom Cleaning 1 / 2 | |

Why is volunteer camp hosting at Winchester Bay RV Resort a job you would like?

Approximately how many years have you been a camper?

Do you have a CPR & First Aid Certification? (not a requirement) Yes No

Where did you hear about the Winchester Bay RV Resort Volunteer Program?

WorkampingJobs.com RVparkstore.com Facebook Other _____

Is there anything else you would like us to know about you?

SECTION 6: Host References

#1: Name: _____ Phone: _____

Relation: _____

#2: Name: _____ Phone: _____

Relation: _____

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Duties & Responsibilities of a Camp Host

The following duties are required of our volunteer camp hosts and are shared duties among all camp hosts on site. Our standard camp host schedule is three couples in the winter (minimum) and six couples in the summer. All duties are listed on a monthly schedule.

Camp Host duties MAY include, but are NOT limited to, the following:

Quick Glance Duties:

- Courteously greet the public
- Assisting campers checking in or out and distributing relevant information
- Assisting the Resort Office clerks with information or services
- Monitoring campers for compliance with resort policies
- Monitoring shoreline for illegally moored vessels or watercraft
- Monitoring sewer connections for compliance with state code
- Keeping brochure racks supplied and organized
- Selling firewood. Delivering firewood to camp sites
- Selling 7 lb. cubed ice in bags
- Notifying security, Resort office and/or Harbor office staff of problems or concerns
- Meeting with staff to periodically discuss and problem-solve resort issues, i.e., maintenance, customer complaints and needs, etc.
- Opening and closing the Marina Activity Center (MAC) mornings and evenings and, at times, assisting with setup and tear down of events scheduled at the MAC and operating audio/video equipment as needed.
- Checking the guests in and out of the cabins
- Cleaning cabins as guest checkout
- Picking up litter in sites and throughout the Resort.
- Cleaning fire pits.
- Sanitizing picnic tables.
- Capping sewer connection and cleaning around it.
- Flagging broken sprinkler heads.
- Touching up paint and minor repair work as directed by staff.
- Landscaping and ground maintenance work that may include, but not limited to, weeding, trimming bushes, spreading bark, and edging as directed by Maintenance Supervisor.
- Checking Resort restrooms/laundry building and MAC at least once a day to perform spot cleaning to maintain cleanliness and tidy appearance. May include mopping floor, vacuuming carpet, emptying wastebaskets, and cleaning toilets, showers, mirrors, and counter tops.

Duties Broken Down in Detail:

Prepping RV Sites

- Clean out fire pits and rake surface.
- Weed eat around outside of fire ring.
- Relocate picnic table, if necessary, sanitize and dry
- Turn off breakers.
- Wipe down electrical box
- Clean threads on sewer connection and make sure sewer cap is on
- Wipe cobwebs out of site light
- Look for broken sprinkler heads/flag broken ones/report to maintenance.
- Remove weeds growing in bushes.
- Run leaf blower to remove debris.

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Assist with Opening Office

- Verify on site list by taking inventory of the Resort.
 - Any occupied site not on the rack sheet, record the license plate number, type and brand of RV, and site number.
 - Any late arrivals? Note it
 - Any sites already left? Note it
- Take on site report to the office at 8:45am
- Change lobby signs
 - Signs to OPEN.
 - Outside sandwich board sign to PULL FORWARD
- Install American flag outside (weather permitting).
- Take money bags for firewood and ice to office and record on proper log. Return bags to shed when complete.
- Monday through Friday, deliver bag to marina office, as told to by reservation clerks.
- Change FULL/OPEN sign as required.

Assist with Closing the Office

- Bring in American flag.
- Change lobby signs to CLOSED.
- Change outside PULL FORWARD sign to AFTER HOURS HOST
- Change FULL sign if required.
- Collect reports and distribute to next day on duty camp hosts, after indicating next day assignments.
- Check in late arrivals and guests that do not have reservations, looking for open site. Pass out welcome info and check in schedule for next morning.
- Report any ice/firewood sales to the morning host.
- Empty trash cans and vacuum office as needed.

General Daily Duties

- Greet guests and assist them as needed.
- Keep your radio nearby, for calls from the office or other hosts.
- Refill dog waste bags if empty at each station
- Deliver firewood and ice as needed.
- Assist guests with problems with Wi-Fi, power, and cable TV.
- Deliver parking cones as needed.
- Put out reserved signs as needed.
- Change light bulbs in site light and pedestal.
- Litter patrol the entire Resort for loose trash.
- Pick up cigarette butts outside restroom areas.
- Check sites for improper sewer connection and propane tanks not secured (*these are violations the Resort could be fined for*)
- Remove cobwebs from each building around lights and entranceways.
- Remove grass and weeds from cracks in curbs and roadways.
- Cut briars and scotch broom that grows freely.
- Pick up branches.
- Weed eat in any hard to mow areas.

Clean Cabins (*required at check-out only and cabins are split among all camp hosts*)

- Remove stools and chairs, set outside
- Remove floor mats, clean outside
- Remove trash cans, replace bags
- Sanitize as required after each stay.
- Clean kitchenette area (guests are required to clean their own dishes)
- Replace toilet paper
- Replace shower mats

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- Clean bathroom and sanitize
- Clean windows, mirrors, countertops, and all appliances
- Check window blinds and clean as necessary
- Sweep floors
- Mop floors
- When floor is dry, replace furniture and floor mats
- Clean patio table and chairs
- Clean fire ring if necessary

Marina Activity Center (MAC)

- The MAC is the Resort's clubhouse and is also used for private events.
- Camp hosts are expected to unlock/lock the building every day.
- Vacuum and spot clean as needed.
- Check and empty trash cans as needed.
- Assist guests with TVs as needed.
- Turn on major sporting events so they are on and available to guests.
- Assist table, chair and linen set up for private events.

Compensation

Camp Hosts are provided:

- An assigned RV space with full utilities at no charge including cable TV and Wi-Fi.
- \$5.00 stipend per day per person for each day on duty.
- Work cart for transportation within the Resort.
- Radio, gloves and access to all tools and equipment

Camp Host schedule:

- Hosts work 5 days a week
- Hosts have 2 consecutive days off each week
- Hosts will work 6 hours per day depending on how many hosts are on duty
- A monthly schedule is provided to hosts

Common Shifts

- 8am-2pm
- 9am-3pm
- 10am-4pm (only during the summer)
- 3pm-9pm

QUESTIONS?

Diane Bynum
Resort Supervisor/Park Coordinator
(Monday - Friday 8:00am to 4:45 pm)

Direct Phone: (541) 707-1220
Diane.Bynum@douglascountyor.gov

--- End of Application Packet ---