



## **Volunteer Application Packet Duties & Responsibilities**

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

[www.winchesterbayresort.com](http://www.winchesterbayresort.com)  
[volunteer@douglascountyor.gov](mailto:volunteer@douglascountyor.gov)

Winchester Bay RV Resort seeks teams comprised of two people (singles allowed in winter months only) willing and able to fully participate in the duties as camp hosts. If this sounds like you, please read the following carefully.

## **Volunteer Duties & Responsibilities**

---

### **IN THIS PACKET**

|                                    |        |
|------------------------------------|--------|
| Instructions.....                  | Page 3 |
| Application .....                  | Page 5 |
| Duties & Responsibilities .....    | Page 7 |
| • Prepping RV Sites .....          | Page 7 |
| • Assist with Opening Office ..... | Page 8 |
| • Assist with Closing Office ..... | Page 8 |
| • General Daily Duties.....        | Page 8 |
| • Marina Activity Center.....      | Page 8 |
| Compensation.....                  | Page 9 |
| • Camp Hosts are Provided.....     | Page 9 |
| • Camp Host Schedule.....          | Page 9 |
| • Common Shifts .....              | Page 9 |

# Volunteer Duties & Responsibilities

---

## **APPLICATION INSTRUCTIONS & PROCESS**

1. Read the volunteer camp host description of duties in full (attached to this packet for your convenience). If you have any questions, don't hesitate to call or email before filling out the application.
  - a. Our Application Process is as follows:
    - i. Application
    - ii. Screening & Preselection
    - iii. Interview
    - iv. Reference & Background Check
    - v. Post Selection Verification
    - vi. Decision/Job Offer/Agreement Signed
2. **This is the APPLICATION step of the process.**  
Complete and return the application WITH the following:
  - **A brief resume for each person.** Include career information and prior experience as a Camp Host, however, prior experience is not a requirement. This is a way for us to get to know you!
3. **RV Condition Standards (Post-Selection Verification)**  
To maintain the quality and aesthetic appeal of the Winchester Bay RV Resort, all camp hosts' RVs must meet the following condition standards:
  - a. **Exterior Condition**
    - i. RVs must be clean, well-maintained, and free from significant cosmetic damage.
    - ii. Units should have no visible rust, peeling paint, or excessive body damage.
    - iii. Windows, doors, and other exterior components must be intact and fully functional.
  - b. **Age and Style Flexibility**
    - i. Vintage or classic RVs (typically pre-1990) are welcome, provided they are in excellent condition and have been restored to a high standard.
    - ii. Modern RVs (generally 15 years old or newer) are preferred, but exceptions can be made for well-maintained, classic units.
  - c. **Functional Integrity**
    - i. All RV systems (plumbing, electrical, water, and waste) must be operational and compliant with resort standards.
    - ii. Units should be free of leaks, structural issues, and excessive corrosion.
  - d. **Safety and Cleanliness**
    - i. RVs must be clean, pest-free, and presentable to guests.
    - ii. The interior and exterior should be free of mold, excessive wear, and strong odors.
  - e. **Final Approval**
    - i. The resort reserves the right to request recent photos or an in-person inspection of the RV prior to final acceptance. This is to ensure the unit aligns with the overall image and quality expectations of the resort.
  - f. **Special Considerations for Vintage Units**
    - i. Owners of classic or vintage units are encouraged to provide documentation of recent restoration or upgrades to support their application.

## Volunteer Duties & Responsibilities

---

**Note:** These standards are in place to maintain the comfort and satisfaction of all our guests and preserve the upscale atmosphere of the resort.

**4. Return completed application and resumes to:**

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

or send it in email to: **[volunteer@douglascountyor.gov](mailto:volunteer@douglascountyor.gov)**

Our application can also be accessed and submitted through our website!  
**[www.winchesterbayresort.com/camp-hosting/](http://www.winchesterbayresort.com/camp-hosting/)**

If you have any questions, please call Diane (Mon - Fri 8:00am to 4:30 pm).  
**Direct Phone: (541) 707-1220**

**Note:** Applications will be kept on file for two years from the date of receipt. A new application may be submitted every two years.

--Application on Next Page--

**Equal Employment Opportunity Policy:** Douglas County/Salmon Harbor provides equal employment opportunities to all employees and applicants for employment and volunteer positions and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

# **Volunteer Duties & Responsibilities**

---

## **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 four hosts (units) in the winter (minimum) and six couples in the summer. All duties are listed on a monthly schedule.

### **Quick Glance Duties:**

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

- 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.

## **Volunteer Duties & Responsibilities**

---

- Run leaf blower to remove debris.

### **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 them 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 sites. 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 any 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.

### **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.

## **Volunteer Duties & Responsibilities**

---

- 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?**

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

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

--- End of Volunteer Duties & Responsibilities ---