



WASHINGTON STATE PARKS AND RECREATION COMMISSION
VOLUNTEER PROGRAM

2023 HOST AGREEMENT

Host (1) Name:	Host (2) Name:
Email:	Email:
Phone:	Phone:
Emergency Contact Info (REQUIRED): <i>Must be able to respond within 24 hours</i>	
Name: _____	Phone: _____
Address: _____	

This agreement is made and entered into by Washington State Parks and Recreation Commission (State Parks) and the approved volunteer host(s) named above. As official representatives of Washington State Parks, the volunteer host(s) acknowledges and agrees to adhere to the agency's Terms and Conditions of Volunteer Service outlined below. Any violation of these terms and conditions may be considered grounds for termination of volunteer service.

TERMS AND CONDITIONS OF VOLUNTEER SERVICE

COVID-19 HEALTH & SAFETY REQUIREMENTS: Public health professionals still highly recommend individuals be fully vaccinated against COVID-19. Hosts are required to complete all agency COVID awareness and duty related safety training prior to beginning duties. Hosts must self-monitor for symptoms daily – check your temperature, watch for fever, cough, or shortness of breath. If you become sick or symptomatic or have been in close contact with someone who is, stop interacting with visitors and notify staff immediately. Hosts that become sick or symptomatic will be required to follow the isolation or quarantine procedures listed below.

ISOLATION/QUARANTINE PROCEDURES: In the event a host tests positive for COVID, has COVID like symptoms, or if there are other health and safety related concerns in the park, hosts may be asked to leave the park until it is safe to return following current [DOH](#) and [CDC](#) guidelines.

EMERGENCY CONTACT: Hosts must provide an emergency contact that can respond within 24 hours, in the event they become sick or symptomatic. The emergency contact should be available to act as a liaison to assist the host(s) with relocating and/or meeting day-to-day needs such as supplying medication and food.

HOST SCHEDULE: Hosts are required to stay on park grounds and hosts performing a minimum of 28 hours of service per week will receive maintenance in the form of a waiver of campsite/moorage fees. Hosts are expected to work five (5) days a week, with two (2) days off, and no less than four (4) hours on an assigned workday combined. Assigned workdays will be determined by the supervising ranger or host coordinator at the park in coordination with the host and will likely include weekends and holidays. The supervising ranger or host coordinator must be contacted when a host cannot be available as scheduled due to illness or other reasons.

HOST SITE REQUIREMENTS: Hosts must always maintain their campsite in a clean and orderly condition. Outside structures and facilities will not be permitted. Space will be limited to the assigned campsite and use of additional sites is not permitted. All plants and gardens must be grown in portable containers. Only house pets are permitted, and these pets shall be kept under physical restraint at all times and comply with state park pet policies. The use of outside pet pens/corrals may be restricted or prohibited at some parks at the park manager's discretion. Do not perform vehicle maintenance or vehicle washing at your site. Upon completion of a host assignment, the campsite will be left clean and in good repair.

STAY LIMITS: Host assignments typically require a 30-day commitment but may be extended if agreed upon by both the park and host. The maximum host assignment shall not exceed 90 consecutive nights at one park. Host assignments are temporary and do not establish a host as a semi-permanent or permanent resident of the park or create an expectation of future hosting assignment. The park manager or supervising ranger has the right to terminate volunteer hosts at any time. Hosts may be asked to leave without prior notification and for whatever reason the agency deems appropriate. By signing this agreement, you recognize you will need to relocate when requested.

GUESTS/VISITORS: Guest visits, and lengths of stay must not interfere with the host's duties. Overnight visits to the host site by a host's dependents, relatives, and friends are discouraged, but may be permitted by the park manager on a case-by-case basis.

DRESS CODE: Hosts are required to wear the provided green volunteer vest and name tag while performing your host duties. Hosts should set a high standard for personal grooming and appearance. Please dress appropriately.

STANDARDS OF CONDUCT: It is imperative that hosts understand and follow State Parks' rules and regulations and set a good example for visitors. Hosts shall conduct themselves in an orderly manner so as not to disrupt other campers or park visitors. While performing host duties, no smoking is permitted and no alcoholic beverages shall be consumed, nor shall the evidence of alcohol previously consumed be evident during host duty hours. Hosts are not permitted to carry firearms while representing Washington State Parks.

PUBLIC CONTACT/COMMUNICATION: Public service is the host's highest priority. Be friendly, honest, courteous, and helpful in all interactions with the public. Be positive about the park, staff, and rules. Harassment, including sexual harassment, is inexcusable for both staff and volunteers. Do not express, display, broadcast, distribute or otherwise communicate to the public any personal opinions, messages or points of view while performing host duties, wearing the host vest, or while occupying the host site. This includes the display of expressive items such as stickers, flags, signs, and clothing.

REPORTING: Refer campers with complaints to the park ranger or your supervisor. If you observe visitors breaking the rules, do not attempt to resolve or correct the problem. Contact a park ranger immediately or, for afterhours emergencies, call 911. Remember - your role is to educate visitors about parks rules and regulations, but you do not have any enforcement authority.

WORKERS' COMPENSATION INSURANCE: Hosts are covered under Washington workers' compensation as volunteers, subject to the provisions of RCW 51.12.035. Volunteer coverage is limited to the payment of necessary medical treatment for an injury or occupational disease occurring as the result of your duties as a volunteer. RCW 51.12.035 does not provide for disability benefits such as time loss compensation or compensation for partial or permanent disability.

TIMESHEETS: To be eligible for the volunteer workers' compensation coverage described above, all hosts are required to complete and submit a Volunteer Timesheet for Individuals (Form A-168) at the end of your volunteer service, or at the end of every month, whichever comes first. This form must include your full name and total hours served recorded under the "Host Services" box. Timesheets will be submitted to the host coordinator or supervising ranger who will forward them to the Volunteer Program.

NON-EMPLOYMENT: Park hosts serve as authorized volunteers and are not considered employees of the State of Washington. No state employment, unemployment, leave, or hours of work provisions or collective bargaining agreements shall apply to volunteers.

TERMINATION: State Parks accepts the service of volunteers with the understanding that such service is at the discretion of the agency. State Parks may, at any time for any reason, decide to terminate a park host's volunteer service and there is no grievance or appeal process for this decision.

Volunteer Host (1) Signature

Date

Volunteer Host (2) Signature

Date

Volunteer Program Manager Signature

Date

Please sign and return this form to the Volunteer Program. This form can be scanned and emailed to parks.volunteer@parks.wa.gov or mailed to WA ST Parks Volunteer Program, PO Box 42650, Olympia WA 98504-2650.