

STANDARDS FOR VOLUNTEER PARK HOSTS

Effective November 1, 2024

HOST STAY LIMITS AND SCHEDULING

1. The intent is to schedule hosts for a minimum of one (1) month. Unlike other hosts, marine hosts are required to commit to a minimum of 1-2 weeks, depending on the location.
2. The maximum host assignment shall not exceed three (3) months, consecutively, at one park.
3. After an assignment at a park, hosts must vacate that park for a minimum of two (2) months prior to returning for a host opportunity at that same park.
4. Hosts may not serve more than six (6) months in the same park management area within one year's time.
5. Returning hosts may only return to the same park during the same specific window of time up to three (3) years in a row. After that time, hosts must leave and not host at that park for a full year before returning. They are, however, welcome to host at other Washington State Parks during this time.
6. Host scheduling for a calendar year opens in March of the previous year. No scheduling for a year will take place prior to March of the previous year.

HOST STAY LIMIT EXCEPTIONS

Approval will likely only be granted if it is determined that there is a demonstrated need, no other suitable hosts are available, and the request is not made within 4 months of the requested extension. Parks may be required to contact all approved hosts that have indicated an interest in their area.

HOST SITES CONTROL AND APPROVAL

A list of approved host camp sites is maintained by the Volunteer Program, including the months of the year each site is approved to be available for hosts. No additional host sites can be scheduled or occupied by hosts without approval by the Volunteer Program Manager and the Region Superintendent. Requests to increase the months that a host site is available must be approved by the Region Manager.

FORMER FIELD EMPLOYEES BECOMING HOSTS

No former (or current, at time of request) field employee may start a volunteer assignment within 12 months of their employment with Parks unless approved by the HR Director or HR Operations Manager, and appropriate Region Superintendent(s).

REQUESTING EXCEPTIONS TO HOST STANDARDS

Any requests for exception to the host standards must be submitted up through the requestor's supervisory chain, per the outlined authorities, and then via email to Volunteer Program Manager. At each level, the manager is expected to evaluate the request. If they support the request, it should be moved up to the next level of authority, where required. If they do not support the request, they should deny it. If the final authority in the management chain would like to approve, they will then involve either the Volunteer Program Manager (or HR Director for employee-to-host exceptions) for a final review and determination.

Exceptions Authority Levels

Decision /Standard	Request for	Authority to approve
Number and location of host sites set by Volunteer Programs	Add a host site	Superintendent, with Volunteer Program Manager (VPM)
Each host site season dates maintained by Volunteer Programs	Extend host site season dates	Region Manager, with VPM
30 days is standard for host assignment	Allow host for up to 90 consecutive days in one park (3 months)	Area Manager
Host assignments cannot go beyond 90 consecutive days in one park	Exception to 90 limit	Region Manager with VPM
2-month break required between host stay in a park	Allow less than a 2-month break	Region Manager with VPM
Hosts may not serve more than 6 months in same Park Area within 1 year	Exception to this standard	Region Manager with VPM
Limit of 3 continuous years hosting in same park during same time period	Exception to this standard	Superintendent with VPM
Employees may not host within 12 months of field employment with Parks	Exception to this standard	Superintendent and HR Director or HR Operations Manager