

## Park Host Management Processes Checklist

### Consideration

- Prospective participants must complete and submit the following documents to the Park Manager or designee:
  - *Park Host Application Form*,
  - *Authorization and Consent for Disclosure of Criminal History Information Form* (all persons 17 years of age or older who would be residing with the prospective participants at the park must also submit a completed *Authorization and Consent for Disclosure of Criminal History Information Form* whether or not they intend to participate as a Park Host). Completed *Authorization and Consent for Disclosure of Criminal History Information Forms* shall be forwarded to the Parks Director or designee – **do not** copy or retain completed *Authorization and Consent for Disclosure of Criminal History Information Forms* at the Park.

### Interviews

- Park Manager or designee will conduct interviews,
- Interviews may be conducted via telephone.

### References

- Park Manager or designee will conduct reference checks based on the references provided on the *Park Host Application Form*,
- If references are positive, the Park Manager or designee may make a recommendation,
- If references are not positive, consider evaluation of other applicants, or continue to accept applications.

### Recommendation

- Discuss selection recommendation with Parks Director or designee.

### Selection Notification

- Following discussion and approval of recommendation with Parks Director or designee, contact approved applicant(s) via telephone, confirm their continued interest and availability for needed time period, obtain tentative arrival date, inform applicant(s) of need to complete Park Host Orientation upon arrival and before any work is performed, and welcome applicant(s) to Williamson County Parks Department's Park Host Program.

### Arrival/First Day of Participation

- Participant must complete the *Park Host Release and Work Agreement For Voluntary Services Form* (retain original and forward copy to the Parks Director or designee),
- Provide detailed orientation,
- Orientation should include:
  - Park Rules and Policies.
  - Map of Park and locations of major amenities.
  - Operating County Vehicles and Equipment:
    - Park Hosts are not insured as employees and cannot drive County vehicles that are registered with the Texas Department of Vehicles for purposes of driving on public streets, roadways and highways;

- Park Hosts may utilize non-registered (e.g. non-licensed plated) motorized equipment (e.g. utility vehicles, tractors, mowers, etc.); and
- Park Hosts may use their own vehicle, although no reimbursement or compensation for expenses, maintenance or repair will be reimbursed by the County.
- Insurance Coverage
  - The County **does not** carry any insurance coverage for volunteers or Park Hosts.
- Provide Uniform Items
  - Name Tag,
  - Park Host Cap,
  - Park Host Vest,
- *Parks Department Volunteer Manual*
  - Provide copy of manual,
  - Obtain signatures on Acknowledgement of Receipt of Volunteer Manual sheet (retain at Park),
  - Require review within one (1) week of start date (follow up to ensure compliance).
- Park Host Performance Goals
  - Review and discuss Park Host Performance Goals with participant(s),
  - Obtain signatures for the Performance Goals section of the *Park Host Performance Goals & Evaluation Form* (retain at Park).
- Complete Tour of Park
- Provide applicable safety training, SOPs and Safety Data Sheets
- Provide any absolutely necessary keys
- Address any questions Participant(s) may have

### **Reporting Park Host Hours**

- Submit Park Host volunteer hours as a separate line item on the *Monthly Volunteer Hours Report Form* each month to the Parks Program Manager by the 5<sup>th</sup> of each month.

### **Conclusion of Participation**

- Complete the Performance Evaluation section of the *Park Host Performance Goals & Evaluation Form*;
- Review and discuss the Performance Evaluation section of the *Park Host Performance Goals & Evaluation Form* participant, provide opportunity for participant comment and obtain signatures;
- Provide participant a copy of the completed *Park Host Performance Goals & Evaluation Form*, retain a copy of the completed *Park Host Performance Goals & Evaluation Form* at the park and forward the original *Park Host Performance Goals & Evaluation Form* to the Parks Director or designee;
- Obtain any keys assigned to Park Host;
- Ensure the participant removes all personal items from the Park Host Site and site is clean; and
- Thank participant(s) for their service.