



City of Encinitas Parks and Recreation Department  
**Oakcrest Park Host Applicant Information**  
Please keep this page for your reference

The Encinitas Parks and Recreation Department seeks an individual or couple who would like to serve as its Park Host at Oakcrest Park on a full-time basis. Applicants must have a trailer or RV (less than 30 feet) and a schedule that allows them to have a presence in the park from 6pm to 6am daily and on weekends. The Park Host is expected to observe and report park activity, complete minor tasks when assigned and communicate with City staff on a regular basis.

Upon selection through an interview process, the Park Host will sign a one-year, renewable contract. It is the interest of the Parks and Recreation Department to choose a candidate who can satisfy the requirements and expectations of the position and commit to at least a one-year term. This is an unpaid position, however, the Park Host is provided with on-site space for their RV or trailer and one additional vehicle. Also provided are utility hook-ups. Please read the duties and requirements on the following page.

Oakcrest Park is located at 1219 Encinitas Blvd. Park amenities include: playground equipment, picnic facilities, restrooms, bocce courts, horseshoe courts and basketball courts. Beer and wine are allowed in Oakcrest Park. No glass containers are allowed and no smoking is allowed in any of our City parks.

We encourage applicants to familiarize themselves with the facility and feel free to ask questions. Please contact Park Host program administrator, Nick Buck at 760-633-2760 or [nbuck@cityofencinitas.org](mailto:nbuck@cityofencinitas.org). The application deadline is Friday, January 29, 2010. Applications should be mailed in or delivered in person to:

City of Encinitas Parks and Recreation Department

Attn: Park Host Program

505 S. Vulcan Ave.

Encinitas, CA 92024

## **Park Host Duties and Requirements**

### **Duties:**

Maintain residency on site

Provide security of premises and surrounding grounds Monday through Friday 6:00 p.m. to 6:00 a.m. weekdays and a minimum of three (3) weekends per month

Complete and maintain required report logs and forms

Notify City representatives, the Sheriff's Department or other appropriate enforcement authorities of unusual occurrences or criminal activity when the situation warrants

Assist, as required with special park events

Locking and unlocking facilities as required

Secure and unsecure restroom facilities at designated times

Report maintenance requirements

Other duties as deemed appropriate

### **Requirements:**

Enter into a contractual agreement to provide service with the City of Encinitas

Ability to provide and install a recreational vehicle or trailer and all costs associated with placement at site

Maintain personal property, general liability, bodily, property, and automobile insurance

Establish and maintain telephone communication

Residency is limited to a maximum of two (2) adult residents on site

Communicate clearly and concisely in oral and written format

Have personal mobility to stand, walk, stoop, reach, bend and climb

Complete and pass a background check

City of Encinitas Parks and Recreation Department  
**Park Host Application**

NAME: \_\_\_\_\_  
(Last) (First) (Initial)

OTHER NAME(S)  
USED WITHIN LAST 3 YEARS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

NAME AND RELATIONSHIP  
OF OTHER OCCUPANT(S): \_\_\_\_\_ / \_\_\_\_\_  
(If any) (Last) (First) (Initial) (Relationship)

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_  
(Street Number) (Street Name)  
\_\_\_\_\_  
(City) (State) (Zip Code)

HOW LONG: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_  
(If less than 3 years (Street Number) (Street Name)  
at present address) \_\_\_\_\_  
(City) (State) (Zip Code)

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street Number) (Street Name)  
\_\_\_\_\_  
(City) (State) (Zip Code)

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

AUTO LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

MOTOR HOME OR RECREATIONAL VEHICLE TYPE: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street Number) (Street Name)  
\_\_\_\_\_  
(City) (State) (Zip Code)

TELEPHONE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_



3. Please provide three personal references

A. \_\_\_\_\_  
(Name) (Address) (Telephone)

\_\_\_\_\_

(Relationship to applicant)

B. \_\_\_\_\_  
(Name) (Address) (Telephone)

\_\_\_\_\_

(Relationship to applicant)

C. \_\_\_\_\_  
(Name) (Address) (Telephone)

\_\_\_\_\_

(Relationship to applicant)