

Whale Watch Volunteers: Volunteer Site Support Guide

Website: <https://volunteer.oprd.oregon.gov>

Email: whale.watching@oprd.oregon.gov

Instructions on how to:

- Create a Volunteer Account
- Complete Requirements
- Sign-Up for Volunteer Shifts

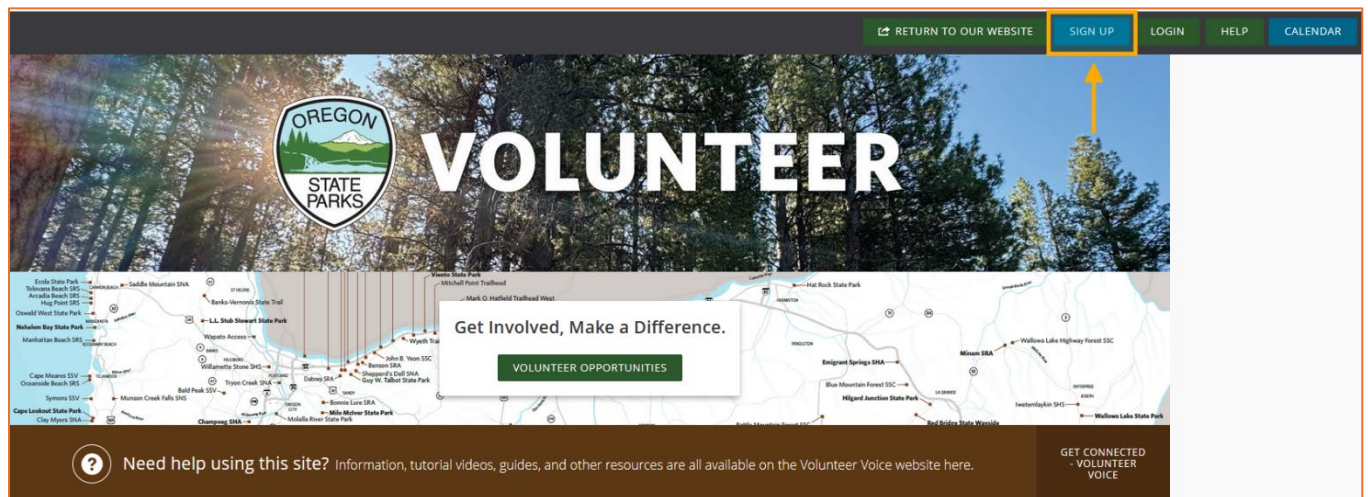
Are you a current volunteer Park Host already using the volunteer site?

If so, after you log in with your existing account, follow this link to add Whale Watch as a volunteer role:

https://volunteer.oprd.oregon.gov/user/registrationTrack/?track_hash=%2BQR28bGSWnWZ2I2bxKHsCQ0kNsuRyVZAJZsT%2BUVGs21KzOz877qdXqNMMhNL5JzMzo4inALDsZ%2BUKHEiHQu7GQ%3D%3D

Create a Volunteer Account

1. Go to the website: <https://volunteer.oprd.oregon.gov/>. Select **'SIGN UP'**:



2. Create your account by entering your name, a valid email address, zip code, and create a password:


by Galaxy Digital

Create your account

Already have an account? [Sign In](#)

First name *

Last name *

Betty

Beluga

Email address *

bettybeluga@fakeemail.com

Postal code *

97365

Password *

Confirm Password *

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••••••••••••••••

Create account

Signup with

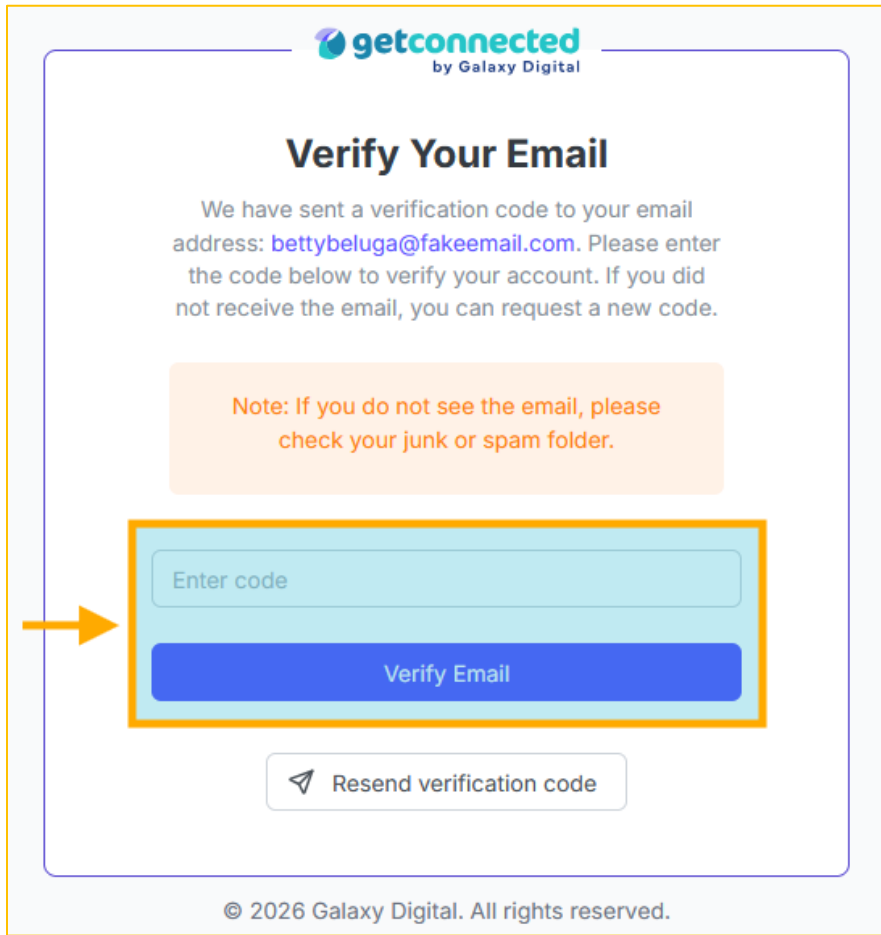
STAFF LOG IN HERE

 Google

 APPLE

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3. A verification code will be emailed to you at the email address you provided. Enter that code here:



getconnected
by Galaxy Digital

Verify Your Email

We have sent a verification code to your email address: bettybeluga@fakeemail.com. Please enter the code below to verify your account. If you did not receive the email, you can request a new code.

Note: If you do not see the email, please check your junk or spam folder.

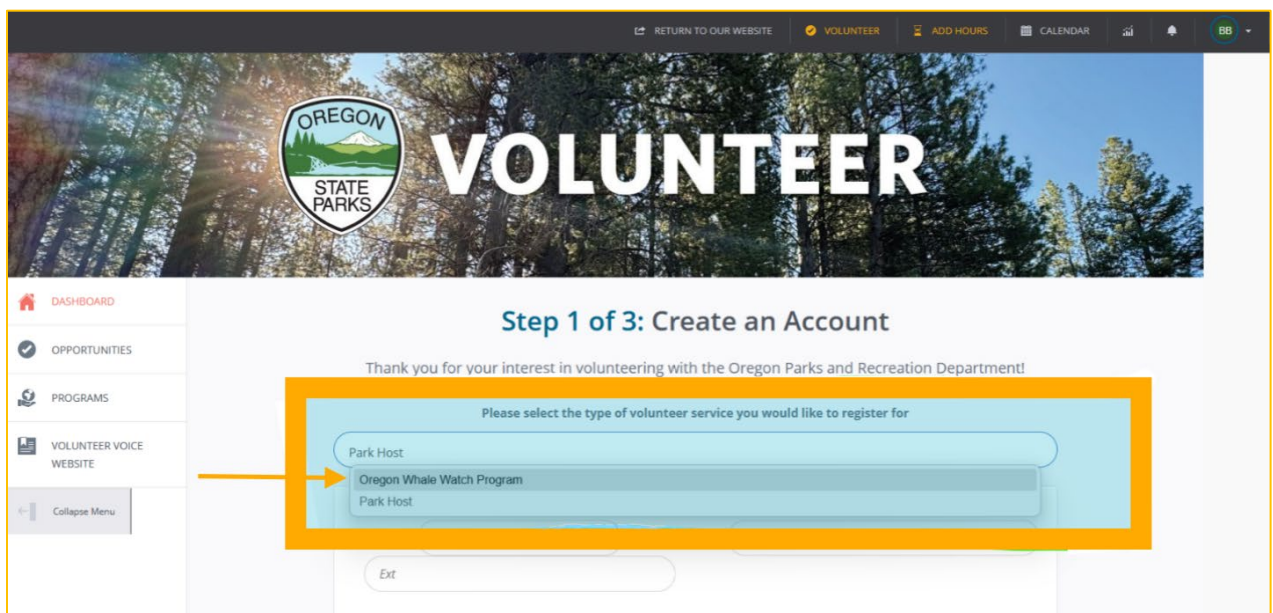
Enter code

Verify Email

Resend verification code

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4. After entering your info on the Create an Account page, select '**Oregon Whale Watch Program**':



RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR

OREGON STATE PARKS **VOLUNTEER**

Step 1 of 3: Create an Account

Thank you for your interest in volunteering with the Oregon Parks and Recreation Department!

Please select the type of volunteer service you would like to register for

Park Host
Oregon Whale Watch Program
Park Host

Exit

5. Enter your information in all the required fields and any optional fields you wish to provide. Please note, your birthday is used to verify your age and require anyone under the age of 18 to complete requirements with parental approval:

Step 2 of 4: Additional Questions

When did you last attend an official Oregon Whale Watch training session? * 2025	Why are you interested in serving as a volunteer? I love the Ocean!
How did you learn about volunteer opportunities with Oregon Parks and Recreation Department? Social Media	Do you have any medical/physical conditions or limitations to be taken into consideration for your volunteer service? N/A
Please provide contact information for a professional or personal reference. Include: their name, relationship to you, time known, and a phone number.	

6. **Step 4** will walk you through completing the Whale Watch Volunteer Requirements:

Step 4 of 4: Requirements

Have you completed the State of Oregon Discrimination and Harassment Training and reviewed the statewide policy? * Click here to view and complete the State of Oregon Discrimination and Harassment Training	Click to sign: Oregon Discrimination & Harassment Training
Complete the Volunteer Service Agreement. *	Click to sign: Volunteer Service Agreement: Individual Volunteers Adult or Minor

CONTINUE TO NEXT STEP

7. Once you've completed the requirements, a background check will be initiated through Advanced Reporting. Watch for an email with a link to complete the background check authorization in the days following your completion of this application and your requirements. Please allow 1-2 weeks for this process to be completed.

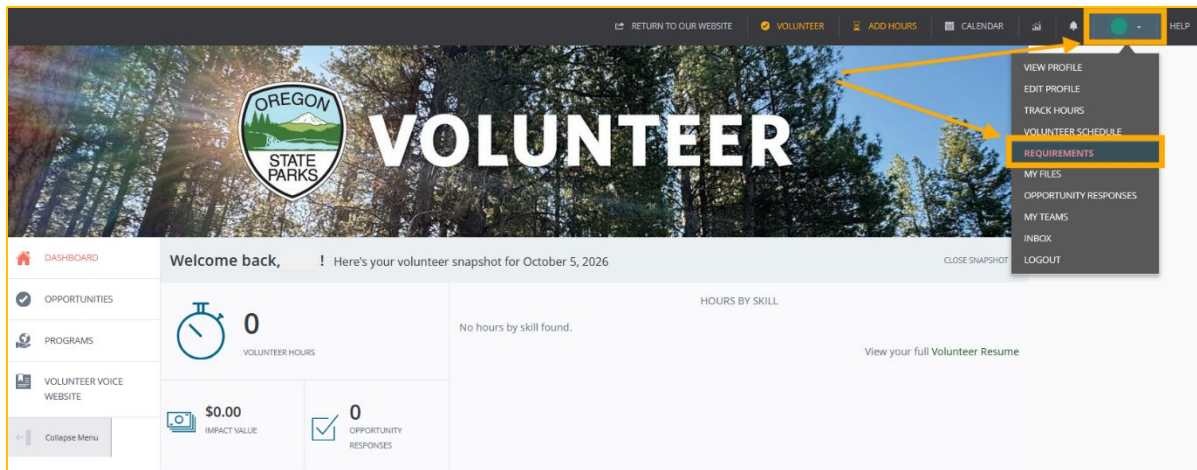
Complete Volunteer Requirements

1. Volunteers for Whale Watch are required to complete the requirements listed below before they are given access to sign up for a Whale Watch volunteer shift:

- a. Volunteer Service Agreement
- b. Discrimination & Harassment Training
- c. Criminal Background Check

Volunteers can complete both the Volunteer Service Agreement and the Discrimination & Harassment training on the volunteer website. **The Background Check cannot be initiated by volunteers and will be emailed directly to you only after you have completed the first two requirements.**

2. After you have logged into your volunteer account, open your requirements by selecting the button with your initials or photo, and select 'Requirements':



3. On the **Requirements** page, you'll see the requirements that are **incomplete** and **completed**. The example below shows a volunteer with two incomplete requirements:

The screenshot shows the 'My Requirements' page. At the top, there's a breadcrumb 'My Profile > My Requirements'. Below the title, there's a navigation bar with links: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, and MY USER GROUPS. Underneath, there are tabs for 'REQUIREMENTS' (selected) and 'INBOX'. The main section is titled 'Incomplete Requirements' with a subtext: 'You may need to meet certain requirements or sign a waiver in order to view or respond to opportunities.' It lists two requirements: 1. 'Have you completed the State of Oregon Discrimination and Harassment Training and reviewed the statewide policy?' with a link 'Click to sign: Oregon Discrimination & Harassment Training' and a blue link 'Click here to view and complete the State of Oregon Discrimination and Harassment Training'. 2. 'Complete the Volunteer Service Agreement.' with a link 'Click to sign: Volunteer Service Agreement: Individual Volunteers Adult or Minor'. A green 'SUBMIT REQUIREMENTS' button is at the bottom. Below this is a 'Complete Requirements' section with a table header: SITE, TITLE, QUESTION, RESPONSE, DATE ADDED, DATE EXPIRES, STATUS, OPTIONS. The table currently shows 'No Requirements'.

4. To complete the Discrimination & Harassment Training:

- You will need to first review the training by clicking the blue link.
- Once you have completed that training in a different window, return to this page and **'click to sign'** to inform OPRD you have completed the training. If you miss this second step, your requirement will not be marked as complete:

This screenshot is identical to the previous one but includes numbered callouts. A large orange '1' is next to the blue link 'Click here to view and complete the State of Oregon Discrimination and Harassment Training'. A large orange '2' is next to the link 'Click to sign: Oregon Discrimination & Harassment Training'. Both links are highlighted with orange boxes.

- When you first complete a requirement, it may show as pending. Refresh the page and it will show as complete.
- To complete the Volunteer Service Agreement**, you only need to click to sign the waiver. If you are under the age of 18, you will be required to enter the email address of your parent or guardian so they can complete the waiver on your behalf:

My Requirements

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS

REQUIREMENTS INBOX

Incomplete Requirements

You may need to meet certain requirements or sign a waiver in order to view or respond to opportunities.

Have you completed the State of Oregon Discrimination and Harassment Training and reviewed the statewide policy? *Status: Waiver Pending*

[Click here to view and complete the State of Oregon Discrimination and Harassment Training](#)

Complete the Volunteer Service Agreement.

[Click to sign: Volunteer Service Agreement: Individual Volunteers Adult or Minor](#)

SUBMIT REQUIREMENTS

- The Volunteer Service Agreement will require you to initial and sign fields before moving onto the next page. Make sure you select **Submit Page and Proceed** to complete the waiver and move on to the next page:

Sign Waiver Page 1

Volunteer Service Agreement: Individual (Adult)

As a volunteer with a State of Oregon agency, you need to understand the scope of your volunteer duties, your responsibilities, the expectations of service, and the extent to which you are covered by State of Oregon insurance for liability and personal injury/illness. Please read the following carefully and sign this form. Please retain this copy for your records.

Assigned Volunteer Tasks

Volunteer duties vary by location and assignment. A volunteer assignment description will be provided for each volunteer assignment. Volunteers will speak to their supervisor in advance if there are any limitations and/or concerns about carrying out the tasks as described.

OPRD's Welcoming Statement

Oregon Parks and Recreation Department (OPRD) is proud to care for Oregon's extraordinary landscapes and rich cultural history. The department serves its visitors and all Oregonians through its properties and programs, and recognizes that the state's resilience and beauty are strengthened by its diverse population. Oregon State Parks are public spaces where all are welcome. We value and serve everyone, and we are committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination or intimidation in any form.

I agree to uphold and abide by this welcoming statement while volunteering with OPRD.

SUBMIT PAGE AND PROCEED CANCEL

- When you complete your requirements and refresh the page, both the Volunteer Service Agreement and the Discrimination & Harassment Training should now appear in the completed section of your requirements:

The screenshot shows a web interface for 'My Requirements'. At the top, there's a navigation bar with links: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, and MY USER GROUPS. Below this, there's a sub-navigation bar with 'REQUIREMENTS' and 'INBOX'. The main heading is 'My Requirements'. Underneath, there's a section for 'Incomplete Requirements' with a message: 'You may need to meet certain requirements or sign a waiver in order to view or respond to opportunities. You don't have any requirements to fill out right now'. The 'Complete Requirements' section is highlighted with a blue background and contains a table with two rows of completed requirements.

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
Oregon Parks and Recreation Department	Volunteer Service Agreement: Individual Adult or Minor	Complete the Volunteer Service Agreement.	VIEW WAIVER	Oct 1, 2026	Oct 1, 2027	Qualified	
Oregon Parks and Recreation Department	Oregon Discrimination & Harassment Training	Have you completed the State of Oregon Discrimination and Harassment Training and reviewed the statewide policy?	VIEW WAIVER	Oct 1, 2026	Oct 1, 2027	Qualified	

- Only after you have completed these requirements will an email be sent to you from OPRD's background check provider, Advanced Reporting. **This email is time-sensitive**, so please respond promptly and be sure to check your spam/junk folder if you don't see it in your inbox. After you've completed the background check authorization and staff have obtained the approval, your background check requirement will appear as complete on your profile:

This screenshot shows the 'Complete Requirements' section of the web interface, which now includes a third row in the table. The table has the same structure as the previous one, with columns for SITE, TITLE, QUESTION, RESPONSE, DATE ADDED, DATE EXPIRES, STATUS, and OPTIONS. The new row at the bottom is highlighted in light blue.

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
Oregon Parks and Recreation Department	Volunteer Service Agreement: Individual Adult or Minor	Complete the Volunteer Service Agreement.	VIEW WAIVER	Oct 1, 2026	Oct 1, 2027	Qualified	
Oregon Parks and Recreation Department	Oregon Discrimination & Harassment Training	Have you completed the State of Oregon Discrimination and Harassment Training and reviewed the statewide policy?	VIEW WAIVER	Oct 1, 2026	Oct 1, 2027	Qualified	
Oregon Parks and Recreation Department	Criminal Background Records Check	Status of Criminal Background Records Check	10/01/26	Oct 1, 2026	Oct 1, 2027	Qualified	

Sign-up for a Whale Watch Volunteer Shift and Site

- Only after all requirements are complete and you receive an email from Whale Watch staff will you be able to sign-up for volunteer shifts for the Winter and Spring Whale Watch weeks.
- If you'd like to learn more about the site locations before signing up, here's a link to the [site directories](#) with additional information about each location.

3. There are a couple different ways you can search through and find potential volunteer shifts:

a. You can go to the User Groups Page on your profile and select view opportunities:

<https://volunteer.oprd.oregon.gov/user/groups/>

My User Groups

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS

REQUIREMENTS INBOX

Click the "View opportunities" button to see the opportunities that are assigned to your User Group. Click "View Resume" to view your User Group's volunteer report. To leave a User Group, click the "X" in the Options column. See [this article](#) to learn more about user groups.

USER GROUP	DATE ADDED TO USER GROUP	MEMBERS	ASSIGNED OPPORTUNITIES	REPORTING	OPTIONS
Oregon Whale Watch Program	Oct 1, 2026	13	VIEW OPPORTUNITIES		

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

b. You can go to the Opportunities Page and search for Whale Watch:

<https://volunteer.oprd.oregon.gov/need/>

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR

OREGON STATE PARKS VOLUNTEER

DASHBOARD Opportunities

OPPORTUNITIES

Use my location to show opportunities near me

SEARCH BY Whale Watch

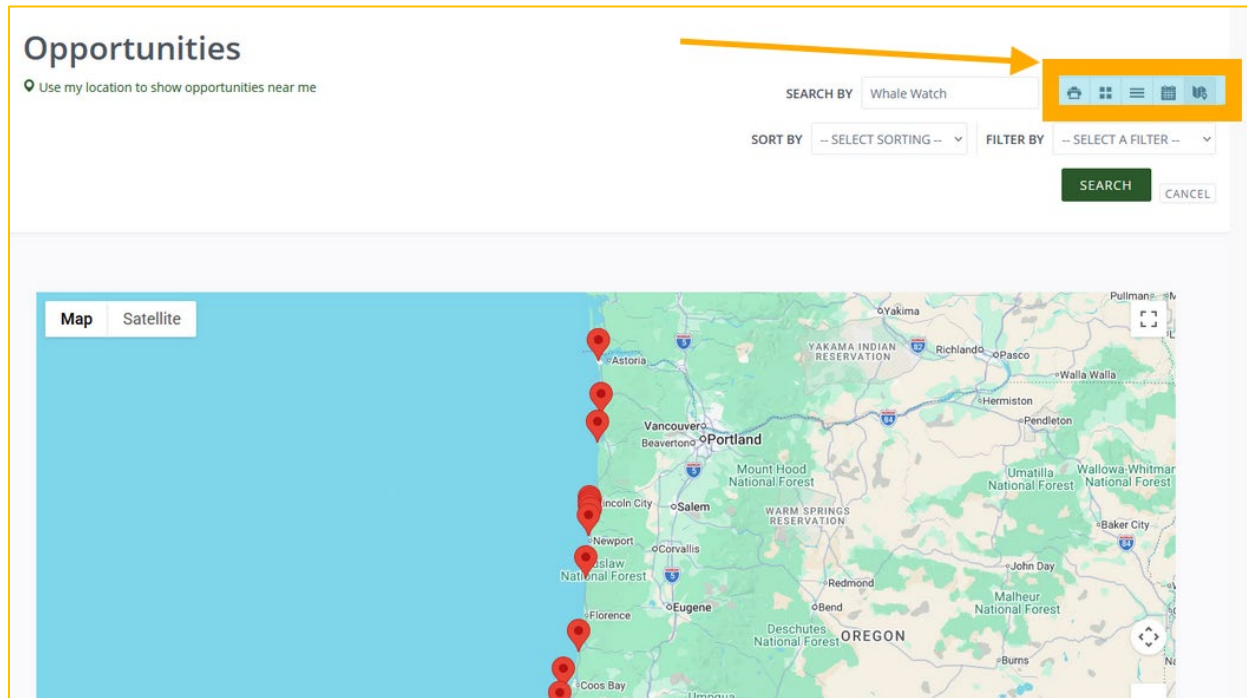
SORT BY -- SELECT SORTING -- FILTER BY -- SELECT A FILTER --

SEARCH CANCEL

1 2 3 >

OPPORTUNITY/PROGRAM	DATE/TIME	ACTIONS
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4. Opportunities can be shown to you in a list, by date, or by map. Toggle between these views by selecting the buttons to the right of the search bar:



5. Click on the title of an opportunity or view details to learn more about it and sign up for a specific shift:

OPPORTUNITY/PROGRAM		DATE/TIME	ACTIONS
 <u>Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Spring 2027)</u> Beverly Beach Management Unit		Multiple Shifts Available	VIEW DETAILS
 <u>Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026)</u> Beverly Beach Management Unit		Multiple Shifts Available	VIEW DETAILS
 <u>Whale Watch Volunteer at Umpqua Lighthouse State Park (Spring 2027)</u> Umpqua/Tugman Management Unit		Multiple Shifts Available	VIEW DETAILS

6. You will only be able to sign up for an opportunity if you have completed all the requirements. If you have not, you will be taken to a page where you can complete those requirements.

7. On the assignment details, you select **respond** to select the date or dates where you would like to volunteer:

Home > Opportunities > Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026)

Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026) 🔒

RESPOND

Description

Whale Watch Volunteers provide service by providing engaging with and educating the general public. After training, volunteers share information about gray whales, their life history and migration patterns, as well as other general park and natural resource information.

[Review the volunteer assignment description for this volunteer position here.](#)

This specific assignment is located at Cape Perpetua Visitor Center (US Forest Service). Situated in the heart of the Cape Perpetua Scenic Area, the Visitor Center offers sweeping views of the Pacific Ocean framed by rugged coastline and coastal forest. Visitors can enjoy ocean views from both inside the Visitor Center and from the outdoor deck. The surrounding landscape features dramatic headlands and nearby trails that connect visitors to the

8. Then select the volunteer **shift(s)** for that specific location:

Submit Your Response for Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026)

Please fill out the information needed to finalize your response in the form below.

All days | mm / dd / yyyy | mm / dd / yyyy | [VIEW CALENDAR](#)

1 shift selected

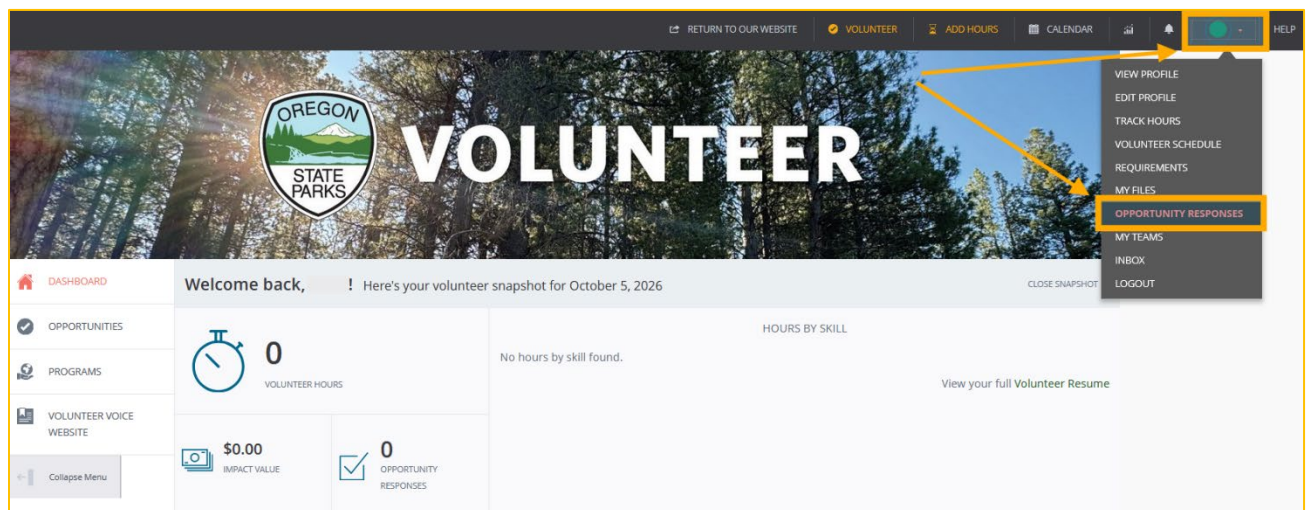
☐	December 27, 2026	10:00am to 1:00pm	6 open spots
	Sunday	3 hours	0 people registered
☒	December 28, 2026	10:00am to 1:00pm	6 open spots
	Sunday	3 hours	0 people registered
☐	December 29, 2026	10:00am to 1:00pm	6 open spots
	Tuesday	3 hours	0 people registered
☐	December 30, 2026	10:00am to 1:00pm	6 open spots
	Wednesday	3 hours	0 people registered
☐	December 31, 2026	10:00am to 1:00pm	6 open spots
	Thursday	3 hours	0 people registered

[CANCEL](#) [SIGN UP FOR 1 SHIFT](#)

9. Then select **sign-up** for shift:

The screenshot shows a web form titled "Submit Your Response for Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026)". The form includes a progress bar, a "Response Notes" section with a text input field, and three buttons at the bottom: "GO BACK", "CANCEL", and "SIGN UP FOR 1 SHIFT". The "SIGN UP FOR 1 SHIFT" button is highlighted with an orange box, and an orange arrow points to it from the text input field. The background of the page shows the "OREGON STATE PARKS" logo and the word "VOLUNTEER" in large letters.

10. To see all the volunteer shift(s) you have signed up for, go to your opportunity responses page:
<https://volunteer.oprd.oregon.gov/user/responses/> or your Volunteer Schedule:
<https://volunteer.oprd.oregon.gov/calendar/volunteer>



My Responses

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES **OPPORTUNITY RESPONSES** MY TEAMS MY USER GROUPS

REQUIREMENTS INBOX

Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	SHIFT END	OPTIONS
Whale Watch Volunteer at Cape Perpetua Visitor Center - US Forest Service (Winter 2026)	Beverly Beach Management Unit	Oct 1, 2026	Dec 28, 2026 10:00am PT	Dec 28, 2026 1:00pm PT	Select an action

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

*Note if you use the volunteer schedule **Calendar** view, you will need to change the month to the shift where you are signed up to see it on your calendar.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS **CALENDAR** HELP

VOLUNTEER

DASHBOARD OPPORTUNITIES PROGRAMS VOLUNTEER VOICE WEBSITE

Calendar

2

1

10:00am PT

1:00pm PT

SELECT A FILTER

< OCTOBER 2026 >

Sun Mon Tue Wed Thu Fri Sat