



**PARK
DISTRICT**
OF OTTAWA COUNTY

Volunteer Orientation

MARCH 6, 2025, SHORES & ISLANDS OHIO WELCOME CENTER - WEST

History and Background



- The Park District of Ottawa County was established in 1992 under Ohio Revised Code Chapter 1545. Park systems established under Chapter 1545 strive to develop parklands and outdoor recreation amenities for local communities.
- The Park District remained inactive for years due to a lack of funding. In 2018, a county probate judge appointed a three-person board, which soon expanded to five members.
- In 2020, a levy to fund the county park district was placed on the November ballot and was approved by voters with 62% of the vote. The Park District of Ottawa County's first employee – Executive Director Jannah Wilson – was hired in 2022. The second employee – Administrative Specialist Sara Hill – was hired in May 2023. Our third employee – Operations Assistant Chuck Mattimoe – was hired in October 2023.



Jannah Wilson
Executive Director



Sara Hill
Administrative Specialist



Chuck Mattimoe
Operations Assistant

Board of Park Commissioners

The Park District is led by a five-person board appointed by the Probate Judge of Ottawa County.

The Board of Park Commissioners approves policy, financial and strategic planning decisions. Park Board meetings are public and are held 1-2 times each month at rotating locations throughout the county.

The Executive Director works directly with the Board and is responsible for day-to-day operations of the Park District.



Michael Shadoan
Chairperson



Judy Indorf
Vice-Chairperson
Secretary Assistant



Trish McCartney
2nd Vice-Chairperson



Jack Madison
Compliance Officer



Elizabeth (Betsy) Slotnick
Board Member

Park District of Ottawa County

Mission Statement

“To connect, enhance and protect the natural, scenic, environmental and cultural resources of Ottawa County for the enjoyment of residents and visitors.”

2025 Events and Programming

- Earth Day Clean-up Walk on the North Coast Inland Trail, Elmore, Tuesday April 22
- Vendor Booth at the Catawba Island Boat Show, Catawba Island Township, Weekend of April 25 – 27
- Ottawa County Community Day, Oak Harbor, Saturday May 3
- Bike Safety Camp, Genoa, Wednesday June 18
- 45th Annual Portage River Festival, Elmore, Sunday June 22
- Bike Safety Camp, Port Clinton, Wednesday July 30
- Island Green Week, *Lake Erie Awareness Day*, Put-in-Bay, Thursday August 7



2025 Events and Programming

- Lions Perch Festival, Marblehead, Date TBD
- Outdoor Hiking Challenge, County-wide, Monday September 1 – Sunday November 30
- Oak Harbor Apple Festival, Saturday October 11 – Sunday October 12
- Sunset Pumpkin Walk, Marblehead, Thursday October 23



Ways to learn more & stay connected

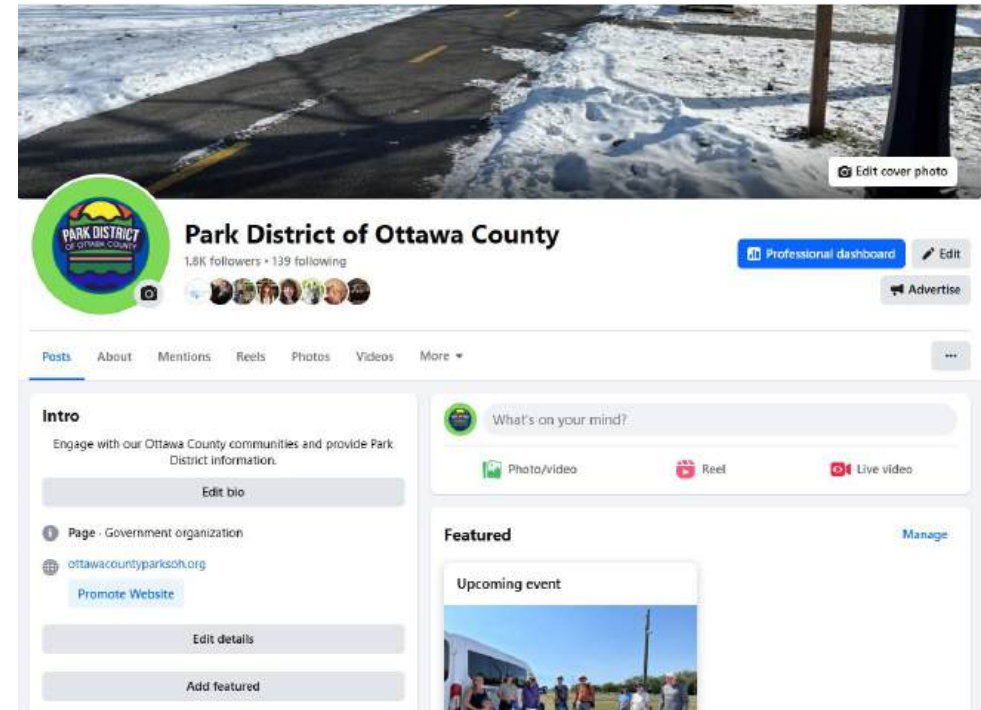
WEBSITE:

WWW.OTTAWACOUNTYPARKSOH.ORG



SOCIAL MEDIA:

WWW.FACEBOOK.COM/PARKDISTRICTOFOTTAWACOUNTY



Volunteer Needs: *“How can I help?”*

Events & Programming

- Assisting with set-up/breakdown, manning a booth and interacting with patrons, event check-in, overseeing a craft, replenishing supplies

▪ Clerical / At-home Projects

- Assembling give-away “swag,” folding brochures, taking inventory

▪ Park Maintenance (Coming soon!)

- Trash/Litter pick-up, pulling weeds, planting, trimming, pruning, use of hand tools

Volunteer Program Expectations

VOLUNTEER APPLICATION – GREEN FOLDER, WEBSITE, PARK DISTRICT OFFICE

Provide basic information and share your interests, hobbies, certifications, special skills, availability, and opportunities that interest you

Background Check

- Required for ages 18+
- Performed at Ottawa County Sheriff's Office
- Cost is \$30 and the Park District will reimburse with a \$30 gift card to a local coffee shop after completion of two volunteer shifts
- WebCheck Waiver Form

Consent and Release Form (Adults & Minors)

- Understand the risk of the activity, waives your right to sue the Park District, assume full responsibility from bodily injury, property damage, photo release

Code of Conduct

- Guidelines for behavior, safety and integrity

Completed application folder can be mailed, emailed, or dropped off in-person.

WebCheck

Conducted at the Ottawa County Sheriff's Office: 315 Madison St., Port Clinton 43452

WEBCHECK



The Ottawa County Sheriffs Office offers the WebCheck® service. WebCheck® is an Internet-based program for conducting fingerprint-based civilian background checks. The Sheriffs Office is the only agency in Ottawa County that offers both BCI and FBI record checks. These checks are required for teaching and school personnel, persons involved in the care and custody of children, those working with the elderly and other professions.

The Sheriffs Office offers WebCheck® during normal business hours, Monday – Friday, 8:00AM to 4:30PM 'By Appointment Only'. All WebCheck® services are 'By Appointment Only'. Due to the increase in requests we are usually booked 2-3 days in advance and we prefer that you book your appointment online.



Please be certain to bring your Drivers License or State ID card with you!

Payment for WebCheck® services are as follows:

- BCI Check: \$30.00
- FBI Check: \$40.00
- BCI/FBI combination: \$70.00

Payment may be made only by CASH or MONEY ORDER (made payable to the Ottawa County Sheriffs Office) unless your employer has made other arrangements. We do not accept personal checks or credit cards.

Appointment Scheduler



Director Heather Moss

Webcheck (BCI & FBI)

30 minutes

Book your Appointment
with Director Heather Moss
(419) 734-6823

Select date:

(-05:00) EST - New York

February

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

[View mutual availability](#)

POWERED BY TidyCal

Select time:

- 9:00 am
- 9:30 am
- 10:00 am
- 11:00 am
- 12:30 pm



A nonprofit 501(c)(3) organization serving as the fundraising arm for the Park District of Ottawa County.

Monthly meetings held at the Park District office (2nd Wednesday)

Sherri Lippus, President

Heidi Cline, Secretary

Charlie Rasko, Treasurer

www.ottawacountyparks.org

[Facebook: Friends of Ottawa County Parks](#)



Mission: Foster community involvement to support the Park District of Ottawa County and protect our environment for future generations.

Goals of Volunteer Program

- ✓ Provide a rewarding, enjoyable experience
- ✓ Match your skill set and unique talents
- ✓ Foster community connection and pride
- ✓ Develop new skills and expand learning opportunities (required service hours, resume building)
- ✓ Provide opportunities for socialization and recognition (Annual Appreciation Event, Volunteer of the Year)
- ✓ Maintain a roster of quality volunteers we can trust and rely on for assisting us in our mission



Next Steps

Contents of Green Folder:

- Volunteer Application
 - Complete and return by Friday, March 28th, via email, mail, in-person
- Code of Conduct, Consent and Release forms
- WebCheck Waiver Form
- Schedule your Background Check
- Conduct interviews/onboarding April 8 – 10
- Communicate via email, telephone



Coming up: April Volunteer Opportunities

Earth Day Clean-up Walk on the North Coast Inland Trail

- **Tuesday, April 22, Clean-up Walk, North Coast Inland Trail, Elmore**
- 4-6pm, Depot Park in Elmore, 353 *Ottawa St.*

Pass out supplies to patrons, assist with litter/trash pick-up, help oversee groups, engage with patrons

Vendor Booth at the Catawba Island Boat Show at the Catawba Island Club, 4235 E Beachclub Rd. in Port Clinton 43452

- **Friday, April 25, from Noon-6pm**
- **Saturday, April 26, from 10am-6pm**
- **Sunday, April 27, from 10am-5pm**

Booth Set-up/Breakdown, two-hour booth shifts, engage with showgoers (seasonal and fulltime)



Contact Us:

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