



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division		Senior Park Aide (Seasonal)	549-554-1035-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Oceano Dunes District		Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Cultural Res/Interp & Education		555 Pier Ave, Oceano, CA 93445	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			State Park Interpreter III
POSITION DESCRIPTION			
<p>Under the supervision of the State Park Interpreter III this position may assist with planning, organizing, and conducting Junior Ranger and Campfire programs; visitor center operations; educational and school presentations in both classroom and park settings; and informal roving field interpretive and educational presentations using techniques, strategies and standards used within department and the profession. The position will demonstrate sufficient knowledge of the parks cultural and natural environment as used in our interpretation and educational planning and presentations. The position will be required to operate audio and visual equipment and other technical and semi technical equipment; maintain tools and equipment in good working order; and maintain museum collections. The Senior Park Aide will be required to operate various vehicles including but not limited to trucks, SUV's and off-highway vehicles. The reporting location is the Oceano Dunes District Visitor Center, 555 Pier Avenue, Oceano Ca 93445.</p>			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
25%	Visitor Center Operations Meet and greet the general public while maintaining a positive customer service approach. Disseminate information about the rules and regulations to park visitors in person or by telephone. Successfully handle routine questions from the public and minor visitor complaints. Promote self-guided programs. Effectively communicate with other park personnel. Create and maintain a positive working environment. Keep accurate statistics for interpretive programs given.		
25%	Educational Programming Conduct interpretive activities for park visitors such as Junior Ranger, school tours, and Campfire programs. Oral and multimedia presentations in a group setting. Administer hands on activities and craft projects for various interpretive programs.		
25%	Informal Interpretation Articulate the Natural, Cultural and Recreational Resources within the District. Provide meaningful and accurate interpretive information to park visitors. Lead educational walk and talks. Answer questions and utilize tangible items for educational opportunities in settings including Roving Interpretation, Visitor Center and Education Stations.		



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10%	<p>Interpretative Planning and Programs: Assist the State Park Interpreter II to develop and implement interpretive programs and materials, including interpretive flyers, posters, oral presentations, multimedia presentations, hands on activities and craft projects covering aspects of Pismo State Beach and Oceano Dunes State Vehicular Recreation Area’s local history, native populations, coastal resources and native flora and fauna. Assist the Interpreter II in Special Events and Outreach programs, such as Off Highway trade shows, county fairs and various community events. With training, operate Off-Highway vehicles and to haul a trailer for interpretive activities and to travel to sites within the District.</p>
5%	<p>Equipment and Maintenance: Learn, run and manage the use of audio-visual equipment, such as projectors, portable speakers, computers and digital cameras for interpretive programs. Manage and maintain museum items such as taxidermy animals, hands on exhibits and digital displays located in the Visitor Center. Assist with general workplace housekeeping to provide for a safe, healthy and professional environment. Order and maintain interpretive supplies and equipment as directed by lead State Park Interpreter II.</p>
5%	<p>Performing, Leading, Training: Comply with Department Uniform Standards, Personal Grooming Standards (Per DOM 2300) and adhere to Department performance standards. Assist in the training of the parks natural, cultural and recreational history and various interpretive programs and campfire programming with new interpretive staff members.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
<p>Work Environment:</p> <ul style="list-style-type: none"> • Office environment and outside work in the parks, local community and outreach events. At times duties involve working in inclement weather and extreme conditions (sun, wind, rain, blowing sand, unstable sand). • Daily and frequent use of computers and a variety of office software applications at a workstation. • Sit in a normal seated position for extended periods of time. • Standing for long lengths of time during programming and outreach. • May involve some exposure to aggressive visitors. • Work in an outdoor setting for extended periods. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Move about, stand, reach, stoop, or bend. • Use fine motor skills for computer or office machine use. • Hear, see, read, write, and speak in a clear and concise manner. • Lift supply boxes up to 20 lbs. and move heavier supplies using a hand cart. • Common eye, hand and finger dexterity is required for most essential functions. • Requires prolonged sitting, standing, and walking on uneven and slippery surfaces. • Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. • Requires both near and far vision when inspecting work and operating assigned equipment. • Safely operate state vehicles and equipment 	



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TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Must possess a valid Class C driver license and maintain a good driving record.		
<p>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</p>		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE