



Duty Statement

549DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Senior Park Aide (Seasonal)	549-911-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast/La Purisima Sector	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purisima Mission SHP	La Purisima Mission SHP	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under direction of the State Park Interpreter III this position assists the permanent interpretive staff with interpretation and education programs and activities, special events, outreach, housekeeping of reconstructed historic buildings, fee collection and visitor services operations. This position is required to wear a State Park uniform. The reporting location for this position is La Purisima Mission State Historic Park, 2295 Purisima Road, Lompoc CA 93436. This position may be required to assist in providing interpretive programs at other parks within the Channel Coast District which include Gaviota State Park, Refugio, El Capitan, Carpinteria State Beaches and Ventura State Beaches and El Presidio State Historic Park</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>INTERPRETATIVE PLANNING AND EDUCATIONAL PROGRAMS: This position assists with conducting interpretive programs, including school tours and demonstrations, public guided tours and hikes, virtual programs and other educational public and K-12 programs, assists with operating electronic equipment in conducting digital interpretation, assists with conducting formal and informal interpretive talks in a variety of settings including in the park, off-site outreach, and special events, and assists with scheduling and presentations of interpretive training for park volunteers. Promote positive relationships with park staff, volunteers, and the public, and may be required to assist in providing interpretive programs at other parks within the Channel Coast District including Gaviota State Park, Refugio, El Capitan, Carpinteria State Beaches and Ventura State Beaches and El Presidio State Historic Park.</p>	
30%	<p>ADMINISTRATIVE: Complete employee time sheet in a timely and correct manner. Research and respond to requests for information. Check telephone messages and emails daily. Assist in preparing reports in support of interpretive and volunteer programs, collects day use fees, staff the entrance station during special events or other functions as assigned, assist with the interpretive program’s purchasing requirements by researching products, filling out purchasing forms, and maintaining an inventory of interpretive supplies. Participate in professional development and interpretive trainings, which may include formal classroom instruction, online modules, webinars, and reading and writing assignments, attend required staff meetings, mandatory scheduled safety meetings, and specialized trainings, assist with volunteer meetings, trainings, recognition, and logging hours in a database, assist with entering interpretive program information in CICADA.</p>	
25%	<p>VISITOR SERVICES OPERATIONS: Meet and greet the public while maintaining a positive customer service approach, disseminates information about park programs, rules and regulations to park visitors in person or by telephone answers</p>	



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	routine visitor questions and assist with minor visitor complaints, effectively communicates with other park personnel, follows directions and maintains a positive working environment	
10%	HOUSEKEEPING: Perform weekly maintenance and cleaning of the interpretive exhibits throughout 8 historic house museums and the visitor center, perform light housekeeping duties such as dusting, cleaning historic items, cleaning interpretive panels, sweeping, cleaning common area sinks, and toilets, inventory supplies and equipment used in the cleaning of facilities, keep offices, storage facilities, reconstructed historical buildings, visitor center, and restrooms clean and orderly, keep interpretive program supplies and props clean and in good condition, open and/or close park buildings as needed	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity, attends staff meetings and trainings and prepares administrative paperwork to meet operational needs	
TYPICAL WORKING CONDITIONS		
Work Environment:		
<ul style="list-style-type: none"> • Must be able to work in inclement, hot or cold weather for extended periods of time • Must be able to stand or sit for extended periods of time • Position is required to wear a Senior Park Aide uniform 		
Physical Abilities:		
<ul style="list-style-type: none"> • Must be able to lift 40 lbs. and move supplies with hand cart over uneven surfaces. 		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class "C" Driver's License is required and participates in the DMV Pull Notice Program This position may be required to work weekends, holidays and special events on a regular basis.		
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.		
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