



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Interpretive Specialist (Seasonal)	549-911-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast/ LPM SHP	Park Interpretive Specialist (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purisima Sector	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 the direction of the State Park Interpreter III, the incumbent will collaborate with park interpretive staff lead by the State Park Interpreter I to provide interpretive programming and facility operations including Parks Online Resources for Teachers and Students (PORTS) programs, interpret the relevant history of La Purisima Mission, and the natural history of the park. The incumbent must have a positive attitude and willingness to learn. Additionally, applicants must have the ability to follow directions, learn work procedures and park rules, and interact respectfully with the supervisor, lead staff, co-workers and the public. Seasonal employees may work weekends and holidays and may be directed to work elsewhere in the district. The Park Interpretive Specialist (Seasonal) reports to the La Purisima Mission SHP Visitor Center, at 2295 Purisima Rd, Lompoc, California</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	
30%	<b>INTERPRETIVE SERVICES</b> Assist SP Interpreter I with the development and delivery of regularly scheduled traditional interpretive programs including guided tours, living history programs, and Junior Ranger programs, as well as informal interpretive demonstrations. Works collaboratively with the Department’s PORTS Distance Learning Program to develop and deliver K-12 online educational programs using a variety of online communication tools and platforms. Participates in local community outreach programs.	
30%	<b>INTERPRETIVE SUPPORT TASKS</b> Staff's Visitor Center front desk answering questions, answering phone calls, and helping visitors with their questions. Participates in job-related interpretive training programs to include use of digital devices, online content development, and interpretive program delivery and relevancy and history trainings. Attend staff and volunteer meetings. Assist with interpretive reporting and training.	
25%	<b>HOUSEKEEPING:</b> Assists with set up and clean-up of programs and special events. Assist with cleaning visitor center conference room, kitchen and stock visitor center restroom.	
10%	<b>Administration/Training/Safety:</b> Coordinate timesheet writes reports & maintains records. Report any problem posing a hazard to customers or employees. Report all injuries to an on-duty supervisor as soon as possible. Be familiar with park rules and regulations, local emergency services and park resources to provide information to the public.	
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.	



## Duty Statement

<b>TYPICAL WORKING CONDITIONS</b>		
Park Interpretive Specialist (Seasonal) may work weekends, holidays, and special events on a regular basis. This may include working outdoors in the rain, wind, or on hot days.		
<b>TELEWORK DESIGNATION:</b>		
This position is not telework eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid driver license and a safe driving record as documented by the Department of Motor Vehicles within 60 days prior to appointment.		
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.		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>