



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Aide (Seasonal)	549-918-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Community Engagement Coordinator	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Los Angeles Sector	Los Angeles State Historic Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Staff Park & Recreation Specialist
POSITION DESCRIPTION		
<p>Under the supervision of the Staff Park and Recreation Specialist (Community Engagement Supervisor, the Park Aide, Community Engagement Coordinator, will assist with visitor services, interpretive programs, special events and office operations. The position will work weekdays, weekends, evenings, and holidays as required. The Park Aide staff member is responsible for assisting with the efficient operation of the Community Engagement Programs at State Parks in the area, including the three river adjacent state properties: Los Angeles State Historic Park, Rio de Los Angeles State Park, and Bowtie Parcel. This position is responsible for coordinating with the Community Engagement Supervisor on the ongoing programs such as seasonal campfire and bi-monthly art workshops; assisting with other weekly and monthly programs such as the farmer’s market and food distribution events as needed; tabling at community events; gathering community feedback and generally supporting the engagement programs and events. This position requires regular loading and unloading of various materials, including tables, chairs, tents, bins, etc. This position also includes administrative duties, including filling out forms, supporting office organization and cleanliness, and other duties as assigned.</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%	Park Programming Assist the Staff Park and Recreation Specialist (Community Engagement Program), Community Engagement Coordinators, Park Interpreters and other members of the community engagement team in multiple areas of specialty community programming including interpretation and education, public health, recreation, arts and culture, and habitat restoration. Assistance includes monitoring the weekly Farmers’ Market, helping with setup and takedown for weekly programs (i.e. Art in the Park, Tai Chair, Rio Volunteer Drop In Days, Park Champions, Monarch Heroes, Wellness Yoga Wednesdays), as well as monitoring and set up/takedown assistance for occasional programs such as food distribution, art openings, and campfires. Provide information about Los Angeles State Historic Park, Rio de Los Angeles State Park, and the Bowtie Project to park visitors. Advertise and conduct public, specialty, and educational programs to engage diverse communities within the State Park system. Assist with the implementation of a robust volunteer program for LASHP. Keep interpretive and volunteer program data and submit reports in a timely manner. Monitor and update website and other social media under the direction of senior staff. Assist in the planning and implementation of community events, including loading and unloading materials.	
25%	Community Relations Provide high quality service in all areas of public contact including greeting park visitors, answering telephone inquiries, and fielding public inquiries via email. Respond to any visitor accidents or concerns by taking appropriate action. Represent and promote this unit’s services and contributions by attending meetings and contributing in joint projects with partnering organizations. Maintain good working	



Duty Statement

	relations with local city and county agencies whose projects and activities impact the surrounding area. Assist in Community Liaison Pilot project and other community engagement efforts.	
25%	Housekeeping and Maintenance Maintain equipment and supplies necessary to perform the duties listed above. Assist with community engagement staff to perform regular and ongoing inventory and maintenance for sector equipment. Recognize and takes steps to correct any safety hazards. Respond to any facility breakdowns by taking appropriate action.	
15%	Administrative Assist in administrative duties as assigned by the SPRS, including copying, filing, submitting monthly equipment reports, and maintaining equipment inventory.	
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		
Fast-paced urban environment in and around downtown Los Angeles. Working evenings and weekends will be required.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class "C" Driver's License and good driving record are required.		
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