



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Senior Park Aide (Seasonal)	549-681-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Altamont Sector Office	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Senior Park and Recreation Specialist
POSITION DESCRIPTION		
<p>Under direction of the Senior Park and Recreation Specialist (Sector Manager) and taking direction from the State Park Interpreter I, this position participates in housekeeping activities, prepares routine reports and assists the permanent interpretive staff with interpretation and education programs and activities, special events, outreach, and visitor services operations. Serves as lead for volunteers and seasonal staff assigned to interpretive tasks. This position will mainly be responsible for assisting with interpretation at Carnegie SVRA and Bethany Reservoir SRA but may also help with events in other units in the Diablo Range District including Contra Solano, Delta, Hollister Hills and Gavilan Sectors. The reporting location for this position is the Altamont Sector Office located at 18595 West Corral Hollow Road, Tracy, CA 95376. This position will work weekends, holidays, and some evenings to meet operational needs and wear an approved State Park Uniform. Employee will be required to operate offroad vehicles while on duty. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability, and compliance (TAC) goals are met.</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	
45%	ADMINISTRATION/HOUSEKEEPING: Completes all administrative documents such as timesheets timely and efficiently, provides input for the preparation of school group schedules, researches and responds to requests for information, checks telephone messages and emails daily, assists in preparing reports in support of interpretive and volunteer programs, staff the entrance station during special events or other functions as assigned, assist with the interpretive program’s purchasing requirements by researching products and maintaining an inventory of interpretive supplies, participates in professional development and interpretive trainings, which may include formal classroom instruction, online modules, webinars, and reading and writing assignments, attends 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, trains seasonal Park Aides and Volunteers as requested, Performs weekly maintenance and cleaning of interpretive displays, panels, bulletin boards and exhibits throughout the sector, keeps interpretive program supplies and props clean and in good condition, open and/or closes park buildings and facilities as needed, ensures interpretive storage facility, office storage space and equipment are kept in a clean, safe, and operational condition, maintains a clean and safe workspace, maintains program materials and supplies by returning inventory to the appropriate storage locations, cleans work vehicles and updates vehicle usages log as needed	
30%	INTERPRETATIVE AND EDUCATIONAL PROGRAMS: 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	



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	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, assists with scheduling and presentations of interpretive training for park volunteers, promotes positive relationships with park staff, volunteers, and the public, occasional travel may be required to assist in providing interpretive programs off-site	
10%	VISITOR SERVICES OPERATIONS: Meets and greets the public while maintaining a positive customer service approach, disseminates information about park programs and rules and regulations to park visitors in person, by email, or by telephone, answers routine visitor questions and effectively communicates with other park personnel, follows directions and maintains a positive working environment	
10%	VOLUNTEER ASSISTANCE: Assists with coordinating park volunteers for interpretive programming, special events, and ongoing volunteer training and appreciation events, assists with actively recruiting volunteers through community fairs, public markets, and other viable marketing opportunities	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity	
TYPICAL WORKING CONDITIONS		
<ul style="list-style-type: none"> • Varied indoor and outdoor environment • Work environment may have moderate exposure to unusual elements, such as extreme temperatures, wind, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises • Stand and/or walk for extended periods of time • Work with off-highway vehicles, or traffic and machinery 		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C Driver's License		
<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