



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division		Park Interpretive Specialist (Seasonal)	549-938-1019-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
San Diego Coast District		Park Interpretive Specialist	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Tijuana Estuary Sector		Tijuana Estuary Natural Preserve	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be Required			Senior Environmental Scientist (Supervisory)
POSITION DESCRIPTION			
<p>Under the direction of the Senior Environmental Scientist (Supervisory) (Sector Manager), and may receive direction from the San Diego Coast District Interpretation and Education Team, the Park Interpretive Specialist performs interpretive, environmental education, and visitor services duties throughout the San Diego Coast District, with a primary focus on the Tijuana Estuary Sector, including, Silver Strand State Beach (SSSB), Border Field State Park (BFSP) and Tijuana River National Estuarine Research Reserve (TRNERR).</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		
35%	Interpretation and Environmental Education Conduct formal and informal education programs, such as K-12 school programs, Parks Online Resources for Teachers (PORTS), Junior Rangers, campfire and campground programs, bike tours, kayak tours, educational tabling, and roving interpretation activities. Participates in outreach efforts, special events, and community programs. Promotes and provides Adventure Pass Programs to 4th grade students and their families at SSSB. Support interpretation and education at volunteer events.		
30%	Tijuana Estuary Visitor Center Engage visitors at the Tijuana Estuary Visitor Center. Provide regional and site orientation, exhibit overview, relevant interpretation and education, and enhance the visitor experience. Open, close, and operate the facility in accordance with set operating hours and procedures. Sell merchandise at the gift shop and provide administrative assistance. Assist with visitor center housekeeping and exhibit care.		
10%	Interpretive Planning and Program Development Assist with development, testing, and implementation of interpretive programs. Models correct interpretive methods and techniques for fellow seasonal staff and volunteers. Work with volunteers and interns in interpretive methods and techniques, assists in the planning and development of material for interpretive exhibits and programs in multiple mediums and delivery methods.		
10%	Website Maintenance, Public Relations, and Social Media Supports development and sharing of educational and interpretive content on park-related websites, social media accounts and newsletter articles.		
10%	Administration Review priorities for supplies and equipment needs and support purchasing. Submit timesheets, maintains education statistics, and attends to various administrative duties as needed.		
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.		



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TYPICAL WORKING CONDITIONS		
Typical work activities may involve frequent and prolonged periods of standing, talking, and walking and some physical labor. May have moderate exposure to water, sun, dirt, dust, fumes unpleasant odors and/or loud noises.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C Driver's License is 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