



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Senior Park Aide (Seasonal)	549-671-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mansion	1315 10th Street, Sacramento, 95814	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		Guide II, Historic Monument (Supervisor)
POSITION DESCRIPTION		
<p>Under the direction of the Guide II, Historic Monument (Supervisor), this position is responsible for the operational and visitor services needs of the Capitol Museum Tour Office and volunteer program. This position will participate in the daily operations the State Capitol Museum Tour Office and volunteer program and may also work at the Leland Stanford Mansion SHP as needed. The reporting location for this position is the State Capitol Museum, 1315 10th Street Sacramento, CA.</p> <p>The normal shift will be 9:00 am to 5:00 pm, 3 to 4 days a week depending on operational needs. This position may require working evening events, holidays, and weekends. This position is not to exceed 1500 hours within 12 consecutive months.</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%	VOLUNTEER RECORDS AND COMMUNICATION: Maintains personnel records for volunteers at SCM and LSM. Records include California State Parks Department forms, training records, emergency notification forms, and other related documents. Monitors volunteer hours, schedules, and opportunities through an online volunteer database. Assists the California State Capitol Museum Volunteer Association (CSCMVA) with board meeting logistics. Keeps volunteers informed of California State Parks news and other matters as needed by email and other methods as required.	
30%	VISITOR SERVICE: Operates various information desk areas and answers general questions, is familiar with and able to assist with school and general public reservation systems such as R2S2 or Reserve California, answers the public phone line in a professional manner.	
10%	INTERPRETATIVE AND EDUCATIONAL PROGRAMS: Assists CSCMVA in planning and executing Living History events, assists with interpreting historic rooms and exhibit rooms at SCM, assists Guides, Interpreters, and supervisors with special events and programs as needed, inside the Capitol, in Capitol Park, and at LSM.	
10%	ADMINISTRATION: Assists CSCMVA with navigating State Capitol building rules and procedures, ensures necessary forms and paperwork for the volunteer program are available when needed.	
10%	HOUSEKEEPING: Maintain a clean, orderly, and safe workspace, monitors and organizes office inventory, ensures docent lounge is clean and the break room is stocked and organized, contact vending machine vendor for service or maintenance as needed.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	



Duty Statement

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		
Climate-controlled office environment. Ability to bend, stoop, lift, sit and stand for long periods of time. Walk distances on uneven surfaces and lift, up to 25 lbs.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class “C” Driver’s license and a maintain a safe driving record.		
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