



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Duty Statement

☐ CURRENT ☒ PROPOSED ☐ STANDARD

Division	Classification	Position Number
Southern Division	State Park Interpreter I (P.I.)	549-928-2826-902
District/HQ Section	Working Title	CBID
Orange Coast District	Interpreter I	R01
Sector/HQ Unit	Reporting Location	Incumbent
Natural Resources	Crystal Cove State Park	N/A
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Senior Environmental Scientist
Position Description		
<p>Under the direction of the District's Senior Environmental Scientist, this position coordinates the development and implementation of the Parks Online Resources for Teachers and Students (PORTS) and is responsible for developing and presenting high-quality, thematic interpretive presentations aligned with Common Core State Standards (CCSS) and the Next Generation Science Standard (NGSS) using innovative distance learning technology and providing a field science program partnership with the Orange County Department of Education.</p> <p>The reporting location will be Crystal Cove State Park. The State Park Interpreter I will perform duties in direct service to the public.</p>		
Essential Functions		
Percentage	Task	
45%	PORTS Program Coordination and Delivery Develop the high-quality, thematic interpretive presentations aligned with current curriculum standards. Capture/obtain and prepare digital resources for use in presentations and lessons. Deliver presentations using innovative distance learning technology. Develop and maintain the less difficult online unit of study digital resources. Evaluate and improve presentations and continuously improve technology skill level. Present demonstrations to the K-12 education community in partnership with a statewide team. Provide coaching and support to other PORTS program staff. This position will also plan and present special events in the park units and utilize social media for	
30%	PORTS Program Administration Ensure interpretive collections, displays and exhibits are properly maintained. Assist with the development of educational materials and brochures. Work with PORTS Coordinators to establish regular contact with teachers, building relationships and continually seeking out new teacher contacts. Identify connectivity and quality of service issues and refer them for resolution, then follow-up and test connections. Schedule and coordinate distance learning presentations. Keep accurate records and prepare regular reports (timesheets, vehicle inspections, PORTS team calendar, MAXIMO interpretive data entry and others). Maintain excellent communication with park and district	
15%	Traditional Interpretation Program Delivery Develop and deliver the less difficult traditional interpretive programs including campfire programs, hikes, informal interpretive demonstrations and general outreach opportunities for visitors. Assist in planning, developing, and researching interpretive projects and developing material for interpretive exhibits. Assist in the development and publishing of social media posts in collaboration with the district's social media team.	
5%	Housekeeping and Maintenance Maintain PORTS equipment on a regular basis. Ensure equipment is functioning and operating properly. Report issues to appropriate PORTS staff members. Maintain a clean and tidy workspace. Assure that routine scheduled service is performed on park's equipment and appropriate records are kept.	

Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
Working outside in the sun and in inclement weather. May be on feet for many hours leading educational programming. Hiking and walking on uneven surfaces and terrain.		
Special Requirements		
Education and capacity to pass a background check. Possession of a valid Class "C" California Driver License		
<i>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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
<i>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 a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>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.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date