



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

## Duty Statement

☐ CURRENT ☒ PROPOSED ☐ STANDARD

<b>Division</b>	<b>Classification</b>	<b>Position Number</b>
Coastal Division	State Park Interpreter I	549-935-2826-001
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
San Diego Coast District	Interpreter I	R01
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
San Diego Coast District	District Office	
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> Required		State Park Interpreter III
<b>Position Description</b>		
<p>Under the direction of San Diego Coast District Interpreter III the State Park Interpreter I will provide lead management and direct guidance of the interpretation and education programs that advance the mission of the Department by providing greater access for K-12 education students and teachers through innovative virtual and in-person program opportunities and resources. This position will work closely with the Interpreter III and be responsible for the providing consistent direction in the creation and implementation of high-quality programs for the Department's PORTS: Parks Online Resources for Teachers and Students® Program and Summer Learning Program and will establish and maintain cooperative relations with California's K-12 education community to enhance digital engagement and in-person school group interpretation opportunities within the San Diego Coast District. This position will ensure all the district interpreters will utilize 21st century tools to create, deliver, and engage with virtual and in-person audiences and will become part of a statewide network of park staff working toward the common goal of creating relevant, equitable access to California State Parks for all of California's youth. 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.</p>		
<b>Essential Functions</b>		
Percentage	Task	
40%	<b>PORTS Distance Learning Interpretive Programs</b> Develop high-quality, thematic presentations aligned to academic standards for K-12 education students. The Interpreter II will assist all interpreters who are presenting PORTS programming as well as be trained and prepared to deliver live, interactive online programs via distance learning tools and platforms for individual classrooms as well as broadcast-style presentations for larger audiences and the online public. Utilize modern relevant tools to create and deliver presentations for use by a wide, diverse audience of educators and their students. Enhance interpretive opportunities through the creation of online interpretive resources. Publish materials to a variety of approved platforms and applications. Monitor, analyze use and seek opportunities for continuous improvement of programs and resources. Work in a team environment, locally and across the park system to improve services to the public.	
30%	<b>K-12 Access Interpretive Programs</b> Seek and implement ways to enhance school group interpretive programs for in-person school visits. Create and leverage K-12 digital resources for the park and visiting educators and students to blend digital opportunities with traditional in-park programs. Coordinate and implement Summer Learning programs with the local educational community and youth program providers that work with disadvantaged youth. Prepare high-quality interpretive programs to engage K-12 youth in a variety of hands-on interactive learning experiences and outdoor recreation opportunities. Collaborate with park staff, docents, volunteers, and others responsible for delivering K-12 programs in the park to improve services to this audience.	
15%	<b>K-12 community engagement</b> Market and promote K-12 education opportunities through virtual and in-person engagement. Contribute content for social media channels and email marketing campaigns. Represent the park by creating and delivering professional development trainings for educators and the education community locally and throughout California. Establish and maintain regular contact with local education entities, community organizations that serve disadvantaged youth, and staff. Create digital materials to drive participation in live programs, use of online resources and inform the community of upcoming events and opportunities.	
5%	<b>Program Logistics</b> Keep accurate District records, input data, prepare District reports and present findings. Assist the interpreters in the creation and monitoring of their schedules for distance learning and K-12 access programs through the use of an online calendar. Establish and maintain contact with educators participating in PORTS Programs, Summer Learning Programs and in-park school group interpretive programs. Maintain excellent communication with unit and district staff. Attend staff meetings and trainings. Collaborate with Interpretation and Education staff to ensure statewide program goals are being met. Seek opportunities for improvement and adjust logistics as needed. Maintain District's program equipment and infrastructure (computing and mobile devices, wireless connections, online accounts, etc.), troubleshoot issues and report them to Supervisor. Perform routine administrative functions per operational requirements.	

5%	<b>TRAINING:</b> Assists with training other interpretive staff including Park Interpretive Specialists, Park Aides, and volunteers. Participate in training as necessary to successfully maintain department standards.	
<b>Marginal Functions</b>		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
<b>Typical Working Conditions</b>		
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.		
<b>Special Requirements</b>		
This position requires a California Class "C" 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>		
<b>Supervisor Statement</b>		
<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
<b>Employee Statement</b>		
<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