



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter I (PI)	549-732-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	State Park Interpreter I (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	Calaveras Big Trees State Park	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under the direction of the State Park Interpreter III, the State Park Interpreter I performs the front-line interpretive work of planning, research, development, and delivery of interpretive projects and programs. The position is responsible for working closely with the team of interpreters to accomplish the tasks necessary to operate, protect, and maintain the park and its interpretive programs to the highest quality standards. With the guidance of the Calaveras Big Trees State Park Interpreter II, State Park Interpreter I, serves as a lead for interpretive programs including welcome stations, Junior Ranger programs, campfire programs, guided walks, K-12 education programs, volunteer programs and more. The incumbent may be called upon to assist other park units within the district or throughout the park system, as needed.</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%	<b>VOLUNTEERS IN PARKS PROGRAM MANAGEMENT</b> Lead coordinator for the Volunteer in Parks program, including but not limited to: recruitment and selection (including interviews) of volunteer candidates, training, scheduling, retention, and evaluation; maintain and update the docent training manual and other teaching aides; organize volunteer appreciation events, schedule and conduct monthly docent meetings, and coordinate ongoing training; prepare annual VIP hours reports; make recommendations to the State Park Interpreter II pertaining to program guidelines and development; be responsible for the timely production and distribution of a relevant volunteer newsletter and other communication; maintain current, accurate database of volunteers; evaluate volunteer status for active compliance on annual basis and distributes exit surveys; ensure all volunteer record keeping is consistent with department procedures.	
35%	<b>INTERPRETATION AND PUBLIC INFORMATION</b> Assist in planning and presenting a wide variety of interpretive programs such as Junior Rangers, School Tours, Guided Hikes, and Campfire Programs on a regular basis. Interpretive programs may include assistance with special events, outreach events, tours, school programs, exhibit development, web page development, written interpretive materials, bulletin board displays and other types of interpretive programming; organize, advertise, schedule, and evaluate interpretive presentations presented by other staff and volunteers; develop and maintain social media using current methods; participates in the daily visitor center operations; assist in planning and presenting interpretive training for park staff and volunteers; coordinate the daily interpretive programming; assist in and prepare interpretive planning documents and works with development committees. Utilizes unit archive resources and source documents to support historical integrity in interpretation. Presents accurate information to the public, concerning the California State Park System, policies, laws, structure, philosophy and facilities, and the role of State Parks in historic preservation.	
20%	<b>ADMINISTRATION</b>	



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	Assist in planning, evaluating and preparing annual interpretive plans for exhibits and programs; assist in reviewing and developing the Interpretive program; complete annual reports for headquarters each year; complete purchasing utilizing correct departmental procedures; process lost and found items in accordance with department policy. Maintains a workplace free of harassment and discrimination. Ensures the human rights of all employees, visitors and volunteers are protected at all times and report any observed or perceived discriminatory actions to supervision. Comfortable using computers and relevant software.	
5%	<b>MAINTENANCE</b> In cooperation with maintenance services, ensure that interpretive equipment and facilities are properly maintained, safe, clean, and stocked for visitor or employee use. (Including sweeping, mopping, dusting, stocking restrooms, etc.). Ensures that the facilities are clean and present a professional appearance to the public and volunteers at all times. Maintains and organizes special supplies and objects needed for the use in school programs, living history presentations and other interpretive programs. Assists in the routine housekeeping of park exhibits including the taxidermy.	
<b>MARGINAL FUNCTIONS:</b>		
%	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings.	
<b>TELEWORK DESIGNATION:</b>		
This position is designated as not telework eligible.		
<b>TYPICAL WORKING CONDITIONS</b>		
Work will be performed in both an indoor office environment at a computer workstation and outside in various weather conditions.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid Class C Driver's License. Willingness to work irregular hours including some nights and weekends.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>		<b>SUPERVISOR SIGNATURE</b>
		<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>		<b>EMPLOYEE SIGNATURE</b>
		<b>DATE</b>