



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter I	549-732-2826-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation & Education	Columbia State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the State Park Interpreter III, the State Park Interpreter I, will coordinate the front-line interpretive work of Columbia SHP as well as supporting planning, research and development of interpretive programs. The position is responsible for working closely with interpretive staff and volunteers in the park to accomplish the tasks necessary to interpret, protect, and maintain the park's resources to the highest standards. The Interpreter I serves as a lead for seasonal aides, supports local partners and concessions, and directly coordinates the 100+ volunteer docent program. This position will provide support for interpretive programs including K-12 school programs, guided walks, special events, museum operations, interpretive social media, and year-round living history programs that highlight the parks Gold Rush era buildings.</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	
30%	VOLUNTEERS IN PARKS PROGRAM MANAGEMENT Coordinate 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 online 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.	
25%	INTERPRETATION AND PUBLIC INFORMATION Plans and presents a wide variety of interpretive programs, in accordance with current professional standards, and departmental policies. Interpretive programs may include tours, school programs, living history programs, exhibit development, web page development, written interpretive materials, bulletin board displays and other types of interpretive programming. Organizes, advertises, schedules, and evaluates interpretive presentations presented by other staff and volunteers. Plan and present interpretive training for park staff and volunteers. Assists in and prepares 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. Will Open and close town exhibits as scheduled.	
20%	K-12 EDUCATION COORDINATION In accordance with current professional standards and Departmental policies and procedures, the Interpreter will support the K-12 education program for Columbia SHP. School programming includes focused coordination of field trips with a focus on 4 th grade gold rush interpretation and overseeing supporting curriculum. The position will also facilitate supporting K-12 education programs including the historic schoolhouse program, the 1852 Columbia Diggins event, and other student focused special events. Participate in Columbia's PORTS program alongside support staff.	
10%	ADMINISTRATION Assist in planning, evaluating and preparing annual interpretive plans for exhibits and programs; coordinate interpretive operations within historical buildings; complete purchasing utilizing departmental procedures; process Lost and Found items in accordance with department policy.	
10%	MAINTENANCE Ensure that interpretive equipment and facilities are properly maintained, safe, clean, and stocked for visitors or employee use. (Including sweeping, mopping, dusting, stocking restrooms, etc.). Ensure the facilities are clean and present a professional appearance, to the public and volunteers. 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.	
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.	
TYPICAL WORKING CONDITIONS		
Work will be performed in both an indoor office environment at a computer workstation and outside in various weather conditions. Weekend and holiday work required. Includes closing heavy iron door shutters, barn doors, and climbing stairs.		
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

