



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Senior Park Aide (Seasonal)	549-938-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
South Sector/Tijuana Estuary Sector	Tijuana River National Estuarine Research Reserve	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Sector Manager, Senior Environmental Scientist (Supervisor)
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 supervision of the South Sector Manager, the Senior Park Aide for Volunteer Program Support reports to the Tijuana River National Estuarine Research Reserve (TRNERR) located at 301 Caspian Way, Imperial Beach, CA 91932. Responsibilities include administrative duties related to the volunteer program at TRNERR, Border Field State Park, and Silver Strand State Beach with attention to the core programs of education, stewardship and maintenance, research, and coastal training and engagement. The Senior Park Aide for Volunteer Program Support provides essential support for core programs that fulfill the mission of California State Parks and the Tijuana River National Estuarine Research Reserve, and works in collaboration with the Tijuana Estuary Foundation and the U.S. Fish and Wildlife Service, and other partners.</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	
40%	<p>Volunteer Program Support Assists with recruiting, onboarding, training, and supporting volunteers. Supports placement and assignment of volunteers across park units and core programs as needed and in a balanced manner. Works with staff in all program areas to ensure volunteer support and appropriate alignment of volunteers with tasks. Assists staff in the planning and implementation of short-term volunteer events. Assists staff in the development and maintenance of the long-term volunteer program. Schedules meetings and works with staff and partners to support planning for volunteer events such as the Tijuana River Action Month.</p> <p>Provides regular support to volunteers throughout the year through consistent verbal and written communication. Assists with development, coordination, and implementation of quarterly continuing education and training opportunities for volunteers. Coordinates staff to plan and implement volunteer appreciation events and volunteer recognition opportunities such as Golden Poppy awards</p> <p>Research and implement strategies to grow volunteer engagement, improve volunteer experience, and increase effective volunteer contribution.</p> <p>Participates in state-wide training opportunities for volunteer program support.</p>	

40%	Volunteer Administration Maintains the park's Better Impact records, and all relevant program forms and paperwork. Ensures short-term and long-term volunteer paperwork is maintained per state retention policy. Responds to emails in a timely and professional fashion. Updates and maintains the volunteer webpages and contributes to social media content. Ensures volunteers follow all state required trainings including Bear In Mind.	
15%	Visitor Information Services Works in the Visitor Center and is familiar with the Park and Park programs. Provides excellent customer service to all guests. Greets guests, provides background and history of the park, accurately answers questions, and completes sales. Provides breaks and covers the regularly scheduled Visitor Services staff when needed. Opens and closes Visitor Center when needed. Keeps training documents, notes, maps, etc. up to date and in stock. Is willing and able to assist at special events and programs.	
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 environment includes an office setting, using computer, telephone, and other business equipment, and includes workdays outdoors in a variety of park environments. May have moderate exposure to water, sun, dirt, dust, wind, fumes, unpleasant odors and/or loud noises. Typical work activities involve frequent and prolonged periods of sitting with periods of activity including standing, squatting, walking, hiking, and loading and unloading supplies. Work involves extended telephone conversations, virtual and in-person meetings and keyboard operation. Must meet many deadlines within short timeframes. Must be flexible in task. Must work well with others		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Able to lift 20lbs		
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