



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Central	Guide Trainee Historical Monument	549-727-2791-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Monterey District	Guide Trainee	R01		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Asilomar Sector	Monterey State Historic Park			
STATE HOUSING	IMMEDIATE SUPERVISOR			
Housing not available	Guide II (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				
Under the supervision of the Guide II Supervisor, the Guide Trainee provides support for the operation of Monterey State Historic Park by serving as a source of information to its' visitors while monitoring special events, staffing museums, assisting with school and volunteer programs, and providing walking tours. The reporting location is the Monterey State Historic Park (MSHP) located in downtown Monterey, CA at the Pacific House. Primary working locations are at the various historic sites that make up MSHP, but the position may be directed to work at other locations throughout the Asilomar sector, including the Asilomar State Beach and Conference Grounds, based on operational need.				
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%	Museum Open, staff, and close the Pacific House and Custom House museums. Duties include activating and deactivating alarm systems; turning on/off all lights, video, and audio equipment; monitoring the condition of the lights, video, and audio equipment and reporting condition to supervisor; making cash and credit card sales in the Pacific House Museum store; providing visitors with historic information, directions, maps, and brochures. Assist the Custom House storekeeper as needed with flags, signs, and cash handling. Conduct general cleanup of the museums and their surroundings.			
20%	Special Events Monitor special events in the Custom House Plaza and Memory Garden. Duties include securing all entrances and exits to the venue, providing customer service to event personnel, ensuring that participants and permit holders abide by park regulations, and reporting any problems to a supervisor and/or State Park Peace Officer. Assist with park-sponsored events such as Christmas in the Adobes, History Fest, and Living History Day.			
20%	Walking Tours Lead interpretive tours of Monterey State Historic Park properties including the Custom House, Pacific House, First Brick House, Old Whaling Station, First Theater and the Joseph Boston Store (Casa de Oro).			
10%	School Programs			

	Work with volunteers and interpretive staff to assist with school programs and share information with students through interpretive, hands-on instruction. Assist with resource production and inventory, set-up, breakdown and storage of instructional materials.	
MARGINAL FUNCTIONS:		
5%	Administration Complete timesheets, event monitor sheets and cash handling reports.	
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		
Guide Trainees staff a variety of historical buildings that lack modern heating and cooling systems and conduct walking tours and other duties outside on varying surfaces in ocean-influenced weather such as fog, rain and strong winds. Walking surfaces are irregular and include pavement, historical floors and porches, dirt and sand.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. This is a uniformed position, and employees shall conform to all uniform and grooming guidelines.		
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