



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	State Park Interpreter I	549-689-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Volunteer Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Sierra Gold Sector	Empire Mine State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>This position works under the direction of the District Interpreter III. The reporting location is Empire Mine State Historic Park located in Grass Valley, CA.</p> <p>This position will serve as the Sierra Gold Sector Volunteer Coordinator and will be responsible for the coordination of the following interpretive responsibilities within the Sierra Gold Sector: Being the lead person to recruit, hire, train and manage volunteers to assist with the interpretive functions of the Sector; Being the lead person overseeing seasonal staff that act as Volunteer Coordinators at Empire Mine SHP, South Yuba River SP and Malakoff Diggins SHP. Provide high quality interpretive, educational and school group programs and assist in the management of special events within the Sector. The State Park Interpreter I may be assigned to assist other Sectors in Sierra District.</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	
25%	<b><u>VOLUNTEER COORDINATION AND TRAINING</u></b> Serve as the lead person by assisting in the oversight of seasonal staff that act as day-to-day Volunteer Coordinators at Empire Mine SHP, South Yuba River SP and Malakoff Diggins SHP. Assist with planning, developing and implementing the Sector's volunteer programs. Develops job descriptions for various volunteer duties. Recruits volunteers, facilitates the completion of proper paperwork to bring them into State service, provides guidance of their work, produces and maintains volunteer schedules. Participates in evaluating volunteer performance. Develops and conducts training for volunteers. Coordinates methods of volunteer recognition such as distribution of certificates or pins, appreciation events, distribution of park passes, etc. Maintains records of volunteer hours and prepares reports appropriately. Assists with securing and managing funding that supports the Sectors' volunteer program.	
20%	<b><u>SECTOR OVERSIGHT AND MANAGEMENT</u></b> Assists the Supervising Ranger in coordinating activities of staff engaged in interpretive programming. Develops and conducts interpretive training for staff and volunteers. Assists with coordinating schedule of summer and winter interpretive programs such as Jr. Rangers, campfire programs, guided hikes and others. Evaluates interpretive programs. Assists with researching,	

	writing, and/or publishing interpretive messages for brochures, park websites and other media. Assumes responsibility for the Sector's data input to CAMP in the interpretive arena.	
20%	<b><u>INTERPRETIVE COORDINATION AND TRAINING</u></b> Assists with coordinating schedule of summer and winter interpretive programs such as Jr. Rangers, interpretive tours, campfire programs, guided hikes, and others. Evaluates interpretive programs. Assists with researching, writing, and/or publishing interpretive messages for brochures, park websites and other media. Makes recommendations on acquisition and preservation of interpretive props.	
20%	<b><u>INTERPRETIVE SPECIAL EVENTS</u></b> Assist with the management of interpretive special events. Assists Supervising Ranger as the overall coordinator and contact person for volunteers. Coordinates the unit's participation in community interpretive events such as the Nevada County Fair, Fall Festival and Miners Picnic.	
10%	<b><u>VISITOR SERVICES MANAGEMENT</u></b> Assists with management and/or leadership in the Sector's visitor service operations on an as-needed basis.	
<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 and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
This position may be required to work on holidays, nights, weekends, and odd or irregular hours. Working conditions may vary; work may be required in office or outdoor conditions. Sitting, standing, walking, hiking, bending, lifting, and other tasks as required. Working out in the field giving interpretive programs in all types of weather. It can be warm in the summer months and cold in the winter.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid driver's license is required. The purchase and wearing of a State Park uniform is required. State Park grooming standards must be met. Driving a State vehicle may be required.		
<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>