



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)		
Central Field Division	Park Aide (Seasonal)	549-677-0986-901		
DISTRICT/HQ SECTION	WORKING TITLE	CBID		
Capital District	Park Aide	E		
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT		
Museums	125 I Street, Sacramento			
STATE HOUSING	IMMEDIATE SUPERVISOR			
Housing not available	Guide II, Historic Monument (Supervisor)			
SENSITIVE POSITION DESIGNATION (Check if applicable)				
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961				
POSITION DESCRIPTION				
Under the supervision of the Guide II, Historic Monument (Supervisor), the Park Aide will participate in the daily operations of the Office of Volunteer Program Services for Old Sacramento State Historic Park (OSSHP), which serves up to 300+ volunteers. The primary reporting location is the California State Railroad Museum (CSRM), 125 "I" Street, Sacramento. The normal shift will be 9 am to 5:30 pm, 3 to 4 days a week depending on operational needs. This position may require working evening events, holidays, and weekends. This position is not to exceed 1500 hours within 12 consecutive months.				
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%	<u>VOLUNTEER RECORDS AND COMMUNICATION</u> Maintains personnel records for a large volunteer base. Records include California State Parks Department forms, training records, emergency notification forms, and other documents related to each of the volunteers such as parking permits, uniform requests, and award orders. Keeps volunteers informed of CSRM and California State Parks news and other matters as needed by email and other methods as required. Assists paid staff and volunteers as needed.			
25%	<u>RECORD KEEPING</u> Monitors museum docent calendar each day and contacts docent base to fill vacancies in daily museum staffing. Schedules docents for various programs and special events. Records and tracks all volunteer hours for various reports, benefits, recognition, and appreciation awards. Utilizes Better Impact, the volunteer management online software.			
15%	<u>VOLUNTEER TRAINING</u> Assists with docent training and special events. Participates and assists Guide II Supervisor (Volunteer Coordinator) with recruitment events, onboarding events for new volunteers, docent training events during weekends/evenings, special events, and other volunteer program-related events.			
10%	<u>ADMINISTRATION</u> Prepares expense claims for reimbursement from the California State Railroad Museum Foundation. Ensures necessary forms and paperwork for the volunteer program are available when needed.			

10%	<u>MAINTENANCE</u> Maintain a clean, orderly, and safe workspace. Monitors and organizes office inventory. Ensures Docent Lounge is clean and the break room is stocked and organized. Contact vending machine vendor for service or maintenance as needed.	
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		
Climate-controlled office environment. Ability to bend, stoop, lift, sit and stand for long periods of time. Walk distances on uneven surfaces. Lift up to 25 lbs.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
When driving is a requirement of the position: Possession of a valid driver license of the appropriate class and a safe driving record.		
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