



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Interpreter I (PI)	549-717-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	State Park Interpreter I	R 01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Pajaro Coast Sector	Seacliff State Beach	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		State Park Interpreter III
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 direction of the State Park Interpreter III, the State Park Interpreter I will provide interpretation and education programs that advance the mission of the Department by providing greater access for K-12 education students and teachers through innovative virtual and in-person program opportunities and resources. This position will be responsible for creation and implementation of high-quality programs for the Department's PORTS: Parks Online Resources for Teachers and Students Program and in-person field trip programs at Seacliff State Beach and The Forest of Nisene Marks State Park. This position will utilize 21st century tools to create, deliver, and engage with virtual and in-person audiences and will become part of a statewide network of park staff working toward the common goal of creating relevant, equitable access to California State Parks for all of California's youth. This position will also act as volunteer coordinator for Seacliff State Beach and The Forest of Nisene Marks State Park, recruiting and training volunteers, ensuring adequate volunteer participation for school field trips and visitor center shifts, and addressing any volunteer personnel issues.		
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%	<u>K-12 INTERPRETIVE PROGRAMMING</u> Seek and implement ways to enhance interpretive programs for in-person programming for children and their families. Create and leverage K-12 digital resources for the park and visiting educators and students to blend digital opportunities with traditional in-park programs. Prepare high-quality interpretive programs to engage youth and adults in a variety of hands-on interactive learning experiences and outdoor recreation opportunities. Collaborate with park staff, docents, volunteers, and others responsible for delivering interpretive programs in the park to improve services to this audience.	
25%	<u>PORTS DISTANCE LEARNING INTERPRETIVE PROGRAMMING</u> Develop high-quality, thematic presentations for K-12 education students. Support the delivery of live, interactive online programs via distance learning tools and platforms for individual classrooms as well as broadcast-style presentations for larger audiences and the online public. Utilize modern relevant tools to create and deliver presentations for use by a wide, diverse audience of educators and their students. Enhance interpretive opportunities through the creation of online interpretive resources. Publish materials to a variety of approved platforms and applications. Monitor, analyze use and seek	

	opportunities for continuous improvement of programs and resources. Work in a team environment, locally and across the park system to improve services to the public.
20%	<u>VOLUNTEER COORDINATION</u> Recruit and train volunteers, research and implement retention strategies to improve volunteers' participation, design and conduct quarterly docent enrichment opportunities, review Better Impact regularly to ensure volunteers are inputting their hours and correct contact information, review volunteer shift sign-ups regularly to ensure adequate coverage for field trips and visitor center staffing and schedule additional volunteers if needed, handle the more advanced concerns regarding volunteers' participation and adherence to VIPP policies and procedures, plan and implement volunteer recognition opportunities such as Golden Poppy awards and appreciation parties, and coach and mentor seasonal interpretive park aides on volunteer coordination tasks.
10%	<u>PROGRAM LOGISTICS</u> Keep accurate records, input data, prepare reports and present findings. Support the creation of schedules for virtual and in-person K-12 programs using an online calendar. Establish and maintain contact with educators participating in PORTS programs, local education providers, and in-park school group interpretive programs. Maintain excellent communication with unit and district staff. Attend staff meetings and training. Collaborate with Interpretation and Education staff to ensure statewide program goals are being met. Seek opportunities for improvement and adjust logistics as needed. Maintain program equipment and infrastructure (computing and mobile devices, wireless connections, online accounts, etc.), troubleshoot issues and report them to supervisor or support staff. Perform routine administrative functions per operational requirements.
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	
This position works in both the field and office environments determined by district needs. Utilizes daily and frequent use of computer/tablet and able to sit in a normal seated position for extended periods of time. Stand during events and programs for extended periods of time. Work in a range of climatic environments/uneven terrain, including coastal beaches, trails, and forests. Field work environment may create exposure to unusual elements, such as extreme weather temperatures, conditions, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Lift up to 45 lbs. Willingness to travel throughout the district, and work weekends and holidays, is essential to this position.	
TELEWORK DESIGNATION:	
This position is designated as Telework Eligible – Remote Centered.	
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