



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	State Park Interpreter I	549-953-2826-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation and Education	Silverwood Lake State Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is 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>The State Park Interpreter I works under the direction of the Inland Empire State Park Interpreter III. The reporting location for the position is the Silverwood Lake State Recreation Center at 14651 Cedar Circle, Hesperia, CA 92345. This position is an integral part of the Inland Empire District's Interpretation and Education Program, which is comprised of a professional team dedicated to promoting diversity and inclusion. The State Park Interpreter I oversees day to day interpretive operations for Silverwood Lake SRA and its Nature Center. The State Park Interpreter I works collaboratively with the Sector Superintendent, interpretive staff, exhibit staff, volunteers, other State Park staff, and park partners. This position researches, plans, develops, coordinates, and implements interpretive programs, projects, and events for Silverwood Lake SRA. The State Park Interpreter I will serve as the park's volunteer coordinator and coordinates the park's interpretive statistics. The State Park Interpreter I will present themselves in a positive manner as the community liaison representing California State Parks for community engagement and public interpretive programs centered at Silverwood Lake SRA. The State Parks Interpreter I will have applicable skills in computers, websites, virtual learning, and social media.</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><b>Public and Interpretive Program Coordination and Delivery</b> Plans, researches, develops, coordinates, and presents interpretive programs for park visitors, including school groups. Coordinates and evaluates all formal interpretive activities presented by staff and volunteers. Leads training and evaluation of volunteers and seasonal staff in interpretive methods and techniques. Plans and develops material for interpretive exhibits and programs in multiple mediums and delivery methods. Programs will be both onsite and offsite and can include, but are not limited to campfire programs, Junior Ranger activities, nature walks, special events, virtual programs, and school tours. Develops and publishes interpretive publications and materials, including articles, and updates on the park's social media platforms and websites. Compiles information and prepares reports and other interpretive materials. Represents and promotes park services and contributions by attending local community meetings and participating in programs that lead to enhanced public programming. Maintains positive relationships with local city and county agencies/institutions, professional organizations, and community-based organizations. Coordinates with the district Multimedia Coordinator to draft press releases, articles, and presentations for local newspapers, websites, social media, and other platforms.</p>	

<b>30%</b>	<b>Nature Center Facility Operations</b> Serves as the lead for operations of the Silverwood Lake Nature Center. Opens and closes the building in accordance with set operating hours. Directs, schedules, and conducts tours of the facility and surrounding grounds. Schedules and oversees volunteers and seasonal employees working in the Nature Center. Works closely with the district Museum Curator, State Park Interpreter III, and Cultural and Natural Resources staff to make recommendations regarding acceptance of gifts and purchases of artifacts, replicas, and equipment. Works with the district Museum Curator to ensure accessioning, cataloging, care, handling, reporting, and maintenance of interpretive and visitor center collections.
<b>15%</b>	<b>Volunteer Coordination</b> Coordinates and manages the Volunteers in Parks Program (VIPPP) according to department standards. Recruits, trains, evaluates, and hosts appreciation activities for volunteers in the Nature Center, outdoor interpretive VIP programs, and Camp Hosts. Uses Better Impact software to coordinate and document volunteer participation to be used in annual volunteer report. Supports the district-wide volunteer programs in recruitment, training, documentation, and reports. Attends cooperating association board meetings. Provide leadership, coordination, and administration for the district's volunteer programs.
<b>10%</b>	<b>Administration</b> Attends and participates in various staff meetings. Utilizes administrative computer programs including Outlook, Excel, Word, Publisher, and other programs to prepare reports, work plans, and other administrative documents. Utilizes cloud based and online platforms to store and share reports, work plans, and calendars. Maintains interpretive evaluation files and records associated with interpretive work. Provides the State Park Interpreter III with cost estimates for program development for annual budget. Purchases interpretive materials and/or prepares purchasing documents. Maintains an effective professional dialogue and exchange with the visiting public, sector staff, district, department divisions, offices, and individuals consistent through all forms of communication. Provides effective, courteous, and professional public information through all forms of communication. Keeps the State Park Interpreter III, Sector Superintendents, SPPO Supervisor(s), and Maintenance Supervisor(s) informed of all interpretive and volunteer programming, scheduling, and other administrative matters and issues as they relate to the duties of the position. Attends professional trainings as necessary.
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	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>	
Involves interpersonal interactions with visitors, community organizations, students, academics, and staff. Incumbent must be willing to work weekends, holidays, and some evenings. Incumbent is required to work outdoors as well as indoors and have the ability to provide regular walking tours, campfire programs, school outreach, and other outdoor tours throughout the park. May be exposed to extreme weather or traffic conditions. Wearing of a State Parks uniform is required for this position.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as NOT Telework Eligible.	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required. Ability to speak to large and small groups. Ability to work independently when necessary. Periodic travel statewide as needed.	

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