



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	State Park Interpreter II	549-830-2827-915
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Interpretation and Education	Outreach Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
PORTS/K-12 Access	Sacramento County or San Diego County	
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 California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the State Park Interpreter III, PORTS (Parks Online Resources for Teachers and Students (PORTS) of the Interpretation and Education Division, the State Park Interpreter II will perform the more complex administration, coordination, and support tasks of PORTS operations and other funded K-12 & Interpretive Program enrichment projects in collaboration with Division staff, participating park districts, educational entities, and other partners in California and beyond. The State Park Interpreter II will focus on coordination and implementation of out reach events that use a new mobile outreach van to continue scaling the program and leverage appropriate tools and channels to meet the growing, complex demands of our audience. Additional duties include participating in large scale outreach events, in-person and virtual support of park district staff, creation and delivery of presentations to large audiences, data systems development and analysis, coordinating projects with non-profit support entities and private industry partners, and attending professional development trainings and events. A high degree of travel will be required to fulfill the goals of the outreach program.</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%	Project Coordination Assume leadership and provide creativity in the planning and implementation of PORTS operations and other funded K-12 & Interpretive Program Enrichment projects by coordinating outreach events that use the mobile outreach vehicle. Enhance educational and interpretive resources and advance on-site and virtual K-12 and public engagement, outreach and operational goals by staffing and operating the mobile outreach vehicle. Create, maintain and manage outreach vehicle calendar and logistics. Coordinate and manage marketing, social media and the creation of virtual and hybrid outreach event materials and programs.	
20%	Operational Support Assist in the creation of educational and interpretive resources and programs for park units. Assist district staff with workflows and content logistics. Collaborate with district staff to create and deliver content for PORTS operations and other funded K-12 & Interpretive Program Enrichment projects. Act as a lead person for unit staff, provide training and development opportunities for park district PORTS operations. Collaborate with park district supervisors and field staff to provide program oversight, including personnel planning and organization, budget creation and tracking spending. Ensure that operations adhere to all department policies and	

	other regulations and inform the PORTS Supervisor of any discrepancies. Evaluate applicable existing department policies, processes, and procedures, and identify comprehensive improvements.
20%	K-12 Education Community Support Assist park districts in building and maintaining relationships within the education community to further the mission of the Department. Partner with K-12 education entities and partners to promote use of PORTS and other funded K-12 & Interpretive Program Enrichment project resources and create a community of educators and the public to scale the growth of park operations. Participate in outreach and special events for educators and partner organizations. Represent the Department by providing training and development for educators. Work with teachers, administrators and professional organizations to ensure that students are prepared for PORTS and ensure that programs are evaluated, and that the materials, content and delivery are meeting the needs of the Department, schools and the public. Create and maintain relationships with integral K-12 community and partners to help promote the use of PORTS and other Department K-12 and interpretive programs and materials. Identify potential funding sources and create links between the K-12 education community, park values, and PORTS.
15%	Logistics and Data Management Create and manage online databases to track logistical information and statistics for outreach vehicle, PORTS and other funded K-12 & Interpretive Enrichment operations. Administer and coordinate efforts for the successful scheduling of outreach vehicle, PORTS and other funded K-12 & Interpretive Enrichment Programs. Track and analyze annual statistics and develop and publish reports. Share findings by presenting information to park districts, headquarters staff, schools, the general public, and partners. Ensures reports and presentations are developed to effectively measure the program's progress toward its goals and are comprehensive and easily understood by a general audience.
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	
Work location and hours may vary, including some weekends, evenings, and holidays. Frequent travel to include driving a cargo van. Prolonged engagement with digital equipment (computers, tablets, mobile devices, A/V equipment) and public speaking is required.	
TELEWORK DESIGNATION:	
This position is designated as Telework Eligible – Remote Centered	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. A high degree of travel will be required to fulfill the goals of the outreach program.	

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