



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Interpreter I	549-660-2826-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Bay Area District	Olompali State Historic Park	
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>Under direction of the State Park Interpreter III (Bay Area District Interpretation and Education Program Manager) and with guidance from the District State Park Interpreter II, this uniformed position will assist in leading the park's K-12 Education Access Program by providing virtual PORTS (Parks Online Resources for Teachers and Students) home learning programs, Summer Learning Programs and other in-person programming.</p> <p>The State Park Interpreter I researches, plans, develops and conducts innovative programming, creating opportunities that provide greater access for K-12 education students and teachers in addition to the general public. The State Park Interpreter I will maintain cooperative relationships with co-operating associations and with educators, educational communities and organizations that serve disadvantaged youth. The State Park Interpreter I produces and distributes event and publicity flyers and social media posts, media releases, reports, and maintains interpretive statistics. The State Park Interpreter I performs administrative tasks like budget tracking, tour and staffing schedules and updates databases. The State Park Interpreter I works cooperatively with visitor services to support park fee collection and visitor information operations and represents the department in professional, community and partnership settings.</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	
30%	<b>INTERPRETATION</b> <p>Promotes high quality, mission-based, relevant educational experiences for the public by researching, developing, and conducting interpretive programs. These include developing and conducting school programs aligned with academic standards, interpretive programs for the public, developing and presenting digital programs using modern technologies, performing roving interpretation, maintaining social media accounts and providing community outreach programs. Enhance interpretive opportunities through the creation of online interpretive resources. Directs the work of intermittent staff and volunteer committees to create interpretive special events. Assists in leading the park's K-12 Access programming and Summer Learning Program. Designs and conducts interpretive training for volunteers and intermittent staff; evaluates interpretive programming. Assists in the day-to-day leadership of seasonal staff and volunteers. Coordinates and collaborates with other district interpretive staff and partners on programming, training and initiatives. Adheres to Accessibility standards.</p>	

<b>25%</b>	<b>PLANNING</b> Assists in planning and developing interpretive programming and training, park events and promotional material. The position encourages innovation and collaborates with the seasonal and volunteer staff to conduct robust, diverse, and relevant interpretive programming primarily aimed at K-12 education. This position is responsible for planning and writing interpretive publications, social media posts, application content and media releases. Assists with the development of new exhibits, and interpretive planning documents such as project schedules, interpretive projects, annual plans, and docent training sessions. Researches use and maintenance of operational equipment and infrastructure used in programming (mobile devices, wifi, online accounts, etc).
<b>15%</b>	<b>ADMINISTRATION AND TRAINING</b> Compiles data and prepares reports that include interpretive budget requests, monthly interpretive statistics, and other related reports. Creates and monitors schedules for distance learning, K-12 access programs, and summer learning programs using an online calendar/database. Creates and maintains relationships with the greater education community through continued outreach and communication. Assists in preparing and conducting training on interpretation and education techniques for seasonal and/indentured staff, Rangers, volunteers, park partners and other professionals. Collaborates with other district staff and park partners in areas of mutual interest. Participates in training to successfully maintain department standards.
<b>15%</b>	<b>VOLUNTEER COORDINATION</b> Acts as lead of volunteer docents. Coordinates, recruits, trains, schedules, monitors, evaluates, recognizes, and retains docents and volunteers who provide programs and who participate in interpretive special events. Works cooperatively with established cooperating association volunteers, performs administrative tasks related to the Volunteers In Parks Program, develops lists of duties for volunteers, updates and maintains volunteer database, develops work schedules, and assists volunteers with posting hours. May assist District Volunteer Coordinator with initiatives to promote volunteerism, provide recognition, and presentation of Volunteer Orientation sessions.
<b>10%</b>	<b>PARK OPERATIONS AND SAFETY</b> Works cooperatively with Visitor Services to maintain operation of visitor contact locations within the park to assist with organizing interpretive events. Greet visitors. Answers questions and provide park-related information.
<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>	
Work will be performed both indoors in an office environment at a computer workstation, as well as outside with groups in the park in all types of weather conditions. Work will include some nights and weekends. Will often travel from the District office to different parks within the District.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as Telework Eligible – Office Centered.	
<b>SPECIAL REQUIREMENTS:</b>	
Possession of a valid class C driver's license is required to operate park and interpretive fleet vehicles.	

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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>