



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-637-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast Sector	Jedediah Smith Redwoods State Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		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, the Senior Park Aide (SPA) helps safeguard California State Parks by communicating to the public the complex stories of the redwood forest and the environments which have shaped human life and culture on the North Coast. This position is located at Jedediah Smith Redwoods State Park and may include duties within and adjacent to parks around the North Coast Redwoods District, such as Del Norte Redwoods State Park, Tolowa Dunes State Park, and Redwood National and State Parks. The SPA will work closely with and report to the Redwood National and State Parks Education Specialist to provide educational opportunities and experiences for local schools at the Howland Hill Outdoor School during the spring and fall education season (March - November). A uniform is required, as outlined in the California State Parks' uniform handbook.</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	
45%	<b>K-12 Access Programming:</b> Research, develop, and deliver curriculum-based education programs that align with California State Standard Benchmarks, Next Generation Science Standards, and that support the parks mission. Lead environmental education programs for multiple grade levels and school groups of up to 35 students in an outdoor school and in-class setting. Create educational program materials and props for successful and effective delivery of programs. Duties may include coordinating with teachers and scheduling programs in accordance with school schedules.	
25%	<b>Interpretation, Outreach, and Special Events:</b> Assist the Park and district wide interpretive and educational goals. This may include staffing visitor centers, providing guided tours, Junior Ranger programs, and campfire programs, as well as pop up tables, river exploration, and roving interpretation. Duties may include planning, setup, and execution of these programs. Staff will work closely with staff and volunteers from State Parks and other cooperating agencies. Coordinate, support, and attend special events, outreach events, and school/tourist groups that visit the park in collaboration with cooperative association staff and volunteers.	
15%	<b>Housekeeping:</b> Keep visitor centers, interpretive offices, outdoors schools, and interpretive supply sheds/closets neat and clean at all times. Restock interpretive supplies and handouts. Correct or report all	

	hazardous or safety related conditions in a timely manner. Assist in other light housekeeping assignments.	
<b>10%</b>	<b>Administration:</b> Prepare and process paperwork to accomplish required tasks such as monthly interpretive statistic summaries, educational supply inventories, and timesheets. Attend required staff trainings, team meetings, and maintain communication with staff and volunteers.	
<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>		
<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.		
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.		
<b>SUPERVISOR STATEMENT:</b> 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>
<b>EMPLOYEE STATEMENT:</b> 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>