



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

## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter I (PI)	549-738-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley district	State Park Interpreter I (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rancho San Luis Sector	San Luis SRA / Pacheco	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Peace Officer Supervisor (Ranger)
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 Peace Office Supervisor (SPPO Supervisor), the State Park Interpreter I will be responsible for working closely with all the staff in the sector to accomplish the tasks necessary to operate, protect, interpret, and maintain the park units to the highest quality standards. Assigned duties include interpretive program management (outreach, social media, guided walks), volunteer coordination, school group coordination, planning, research and development of interpretive projects and programs for the park. The position may serve as a lead for seasonal aides, interns, and volunteers. The reporting location for the Pacheco State Park Interpreter I (PI) position is at the sector office located in San Luis Reservoir State Recreation Area in Gustine, California.</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%	<b>INTERPRETATION AND PUBLIC INFORMATION</b> Plans and presents a wide variety of interpretive programs, in accordance with current professional standards, and departmental policies. Interpretive programs may include tours, Junior Rangers, school programs, living history programs, exhibit development, web page development, social media, written interpretive materials, virtual programs, and other types of interpretive programming. Organizes, advertises, schedules, and evaluates interpretive presentations presented by other staff and volunteers. Provide roving interpretation along park trails. Plan and present interpretive training for park staff and volunteers. Coordinates the daily interpretive programming. Utilizes unit archive resources and source documents to support historical integrity in interpretation. Presents accurate information to the public, concerning the California State Park System, policies, laws, structure, philosophy and facilities, and the role of State Parks in historic preservation.	
15%	<b>VOLUNTEERS IN PARKS PROGRAM MANAGEMENT</b> Assists with Coordination and management the Volunteer in Parks program including recruitment and selection (including interviews) of volunteer candidates, training, scheduling, retention, and evaluation. Maintains and updates the docent training manual and other teaching aides. Organizes volunteer appreciation events, schedules, and conducts monthly docent meetings, and coordinates ongoing training. Prepare annual VIP hours reports. Makes recommendations to the Supervising Ranger pertaining to program guidelines and development. Is responsible for the timely production and distribution of a relevant volunteer newsletter. Maintains current, accurate database of volunteers.	

	Evaluates volunteer status for active compliance on annual basis and distributes exit surveys. Ensures all volunteer record keeping is consistent with department procedures.
<b>15%</b>	<b>SPECIAL EVENT COORDINATION</b> Assists with the coordination of special events as directed. Plans interpretive exhibits and programs; coordinate the interpretive input of other specialists; analyze situations accurately and take effective action; establish and maintain cooperative relations with those contacted in the course of the work; interpret historical concepts to the public; communicate effectively; keep necessary records and prepare reports; analyze facts and draw conclusions.
<b>10%</b>	<b>INTERPRETIVE PLANNING</b> Assists in and prepares interpretive planning documents. Works with development committees and partners to enhance interpretation within the park. Assist in planning, evaluating, and preparing annual interpretive plans for exhibits and programs.
<b>10%</b>	<b>ADMINISTRATION</b> Plans, evaluates, and prepares interpretive plans for exhibits and programs, in accordance with current professional standards and department policies. Assists in reviewing, budgeting, and purchasing for the sector's Interpretive program. Processes Lost and Found items in accordance with department policy
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	In cooperation with maintenance services, ensure that interpretive equipment and facilities are properly maintained, safe, clean, and stocked for visitors or employee use. (Including sweeping, mopping, dusting, stocking restrooms, etc.). Maintains and organizes special supplies and objects needed for the use in school programs, living history presentations and other interpretive programs. Assists in the routine housekeeping of park exhibits as requested by the Supervisor.
<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 hours will vary including weekends and evenings; exposure to the outdoors.	
<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.

**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>