



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Interpretive Specialist (Seasonal)	549-656-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	California Naturalist Educator	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Francisco Bay Sector	Candlestick Point State Recreation Area (SRA)	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Staff Park and Recreation Specialist
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 Staff Park and Recreation Specialist, the Park Interpretive Specialist - California Naturalist Educator. develops and leads a hybrid Certified California Naturalist course for the public. The California Naturalist Educator will work with the University of California (UC) Environmental Stewards to guide Candlestick Point SRA through the process of becoming an official partner of the UC Environmental Stewards network. The California Naturalist Educator researches, develops, certifies, and leads a California Naturalist course that highlights native flora and fauna and combines online course delivery with environmental stewardship and field trips to Bay Area State Parks.</p> <p>The work week schedule for this position is flexible. Must be willing to work weekend or evening assignments as needed. Not to exceed 1500 hours in a 12-month period. The reporting location for this position is located at 1150 Carroll Ave, San Francisco, CA. Primary duties are located at Candlestick SRA but the California Naturalist Educator may be required to work in all other units within the Sector/District.</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	
35%	RESEARCH & CURRICULUM DEVELOPMENT Study natural history, origins, causes and history of local environmental justice efforts. Performs ecological stewardship to develop curriculum for a hybrid California Naturalist course that is interactive, thematic, and specific to Bay Area ecosystems, and that follows State Park guidelines and management plans. Identify field trip locations and potential guest speakers. Spearhead the certification of this new course with the UC Environmental Stewards.	
25%	PARTNERSHIP DEVELOPMENT Form and/or strengthen partnerships that will allow course participants to access volunteer opportunities in the categories of conservation/restoration, participatory science, education/interpretation, program support, community resilience and adaptation, and environmental stewardship & climate change.	
25%	TRAINING & PUBLIC PROGRAMS	

	Lead focus groups to test and iterate on curriculum as it is being developed. Implement comprehensive evaluation tools to ensure course quality. Attend required UC Climate Stewards training courses as necessary.	
10%	ADMINISTRATION Develop a marketing plan to promote the Naturalist course to reach a wide, diverse audience. Attend relevant meetings. Keep records of work performed. Organize and store data according to best practices. Develop reports as necessary.	
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		
Bend, stoop, lift, sit, and stand for a long period of time. Walk distances on uneven surfaces often outdoors in all types of weather. Lift up to 25 pounds.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
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.		
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