



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Aide (Seasonal)	549-732-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Calaveras	Calaveras Big Trees State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		
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>The Visitor Services Seasonal Park Aide works under the direction of the Supervising Ranger. The seasonal Park Aide is responsible for fee collection and accountability, campground registration, visitor information, educating the visiting public of park rules and regulations, traffic control, attendance documentation, reservation registration, telephones, and housekeeping. This position will assist in all fiscal matters pertaining to the revenue generated at the front entrance kiosk. The function of this position is to assist in collecting and accounting for revenue generated at Calaveras Big Trees SP and to assist in efficiently registering incoming campers.</p> <p>The purchase of a uniform is required.</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	
50%	Contact Station Operation Operate the Entrance Station and other temporary contact stations Collects all entrance fees Distributes information and rules to park visitors Keeps accurate count of all information required for attendance documents Registers campers properly and assigns campsites Completes daily camper checks of all “due in” and “due out” campsites Verifies and accounts for all day use, camper, and special event or program reservations that enter Calaveras Big Trees SP Gives directions/explains park rules and regulations Park Aides will assist all other SPPO Rangers and Senior Park Aides as needed	
20%	Administration Completes monthly and daily attendance reports Completes daily accounting and bank deposit paperwork Completes daily camper printouts for park staff and fills out camper tags Completes monthly audits of kiosk supplies and submits to the supervisor supply needs Tracks the sales of firewood and ice	

	Completes time sheets and required trainings Completes reports of collections for pay showers and automated pay machine	
15%	Light Maintenance / Housekeeping Assist in cleaning facilities Painting Park clean-up such as raking, cleaning fire pits, picking up trash Keeps assigned area neat and clean at all times Assures counters, bulletin boards and work area are kept in a neat and orderly fashion and that refuse is emptied as appropriate Corrects and reports all hazardous or safety related conditions in a timely manner Keeps the assigned vehicle safe, clean and in working condition	
10%	Protection and Patrol As required, the Park Aide is responsible for completing the campground vacancy check, contacting visitors regarding fees and unsafe activities, and assisting with traffic control. The Park Aide also helps, when required, with first aid situations, receive reports of crimes or emergencies from the public and relays information to the appropriate safety personnel (Lifeguards, Rangers, Supervisors, Dispatch, etc.)	
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		
Due to heavy visitor attendance and fee collection, the position of Senior Park Aide is required to work weekends and holidays. Evening and early morning shifts are also necessary in order to meet operational needs. Extreme heat and cold weather are a condition of working this semi outdoor position. Ability to stand and sit for long periods of time.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> 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