



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Senior Park Aide (Seasonal)	549-717-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Pajaro Coast Sector	Santa Cruz Mission State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Interpreter III
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		
Under the direction of the State Park Interpreter III, works alongside the park interpretive staff and is responsible for assisting in research, development, and presenting cultural history interpretive programs for park visitors at the Santa Cruz Mission State Historic Park. This includes, but is not limited to, participating in school field trip program (in-person and virtual); serving as a point of contact at the visitor center; interpreting outdoor exhibit areas, assisting volunteer work groups, and generally supporting the educational, interpretive, and volunteer management programs.		
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%	INTERPRETIVE PROGRAM DELIVERY Assists the interpretation team in providing interpretive programs and school group programs, including facility and grounds tours, interpretive and educational programs, and digital engagement. Assists with promoting the park's monthly and annual interpretive calendar of programs under guidance of the designated interpretive lead.	
40%	VISITOR CENTER AND MUSEUM OPERATION Assist with the operation of the visitor center, historic buildings, museum outdoor exhibit areas, and park store. Meets and greets the public while maintaining a positive customer service approach. Disseminates information about the rules and regulations to park visitors in person or by telephone. Successfully handles routine questions from the public and minor visitor complaints. Promotes self-guided programs. Effectively communicates with other park personnel. Creates and maintains a positive working environment. Keeps accurate statistics for visitation and interpretive programs given. Opens and closes the facility in accordance with set operating hours. Assists with distribution of flyers and other media to advertise park interpretive programs and encourage optimum visitor attendance. Updates online event calendars by the tenth of the month prior to events.	
15%	GENERAL ADMINISTRATION AND HOUSEKEEPING Completes end-of-season reports including junior ranger report and supply order form. Assists interpreter I with recording staff interpretive data in CICADA (ArcGIS) database. Maintains computer files and care and maintenance of all AV and interpretive equipment. Assists with	

	housekeeping of the interpretive offices at the visitor center/museum and outdoor exhibit areas, and generally keeps workspace clean within all state buildings.	
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		
<p>This position works in both the field and office environments determined by district needs. Utilizes daily and frequent use of computer/tablet and able to sit in a normal seated position for extended periods of time. Can stand during events and programs for extended periods of time. Can work in a range of climatic environments/uneven terrain, including coastal beaches, trails, and forests. Field work environment may create exposure to unusual elements, such as extreme weather temperatures, conditions, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises.</p> <p>Can lift up to 45 lbs. Willingness to travel throughout the district, and work weekends and holidays, is essential to this position.</p>		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
<p>Possession of a valid class C driver's license is required.</p> <p>Wear and maintain prescribed uniform while maintaining Department appearance standards.</p> <p>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.</p>		
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