



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-684-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	Senior Park Aide – Interpretation	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Tahoe Sector South	Sugar Pine Point State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is 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		
<p>This position works under the supervision of the District Interpreter III with guidance from the Lake Tahoe Sector State Park Interpreter I and II. The reporting location is the Sector office at Ed Z'Berg Sugar Pine Point with work locations throughout the sector, including D.L. Bliss and Emerald Bay State Parks.</p> <p>The Senior Park Aide (Seasonal) is the lead responsible in training Park Aide staff; performing routine public contact work; assisting the parks' educational program including interpreting natural, cultural, and recreational resources; answering questions on rules and regulations and facilities for the public; assist in maintaining interpretive collections and historic structures; assist with fee collection and Sierra State Parks Foundation sales; and do other related work as assigned.</p> <p>This position maintains the daily operation of the visitor center and entrance kiosk, collect fees, assist with educational programs and campfire programs and provide information to park visitors. The Senior Park Aide must be able to communicate effectively with co-workers and visitors; perform arithmetic and prepare both written and computer-generated documents and reports; perform both vehicle and foot patrols in and around campgrounds and trails; and perform housekeeping duties such as vacuuming, sweeping and dusting and lift at least 25 pounds.</p> <p>They may be required work on Saturday, Sundays, and holidays, and odd or irregular hours. The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a state vehicle in accomplishing the following tasks may be 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	
40%	OPERATIONS: The Senior Park Aide supports the daily operations of the park to ensure a safe, clean, and enjoyable environment for visitors. Responsibilities include opening and closing facilities, monitoring park grounds, assisting in the coordination of visitor service, and training Park Aide Staff. The Senior Park Aide assists in fee collection, prepares accurate financial reports, and ensures compliance with established protocols for handling cash and other transactions. They may also help monitor park activities to ensure adherence to rules and regulations, report emergencies to Rangers, and collaborate with other staff to address operational needs.	

30%	PUBLIC CONTACT: The Senior Park Aide engages with visitors to provide customer service and foster a positive park experience. This includes welcoming visitors at park entrances, kiosks, and visitor centers, and effectively communicating park rules, regulations, and safety information. The Senior Park Aide answers questions and offers guidance about the park's natural, cultural, and recreational features. They assist in resolving visitor concerns, share interpretive recommendations where appropriate, reporting issues to supervisory staff.	
20%	INTERPRETATION: The Senior Park Aide assists with interpretive efforts by sharing information about the park's natural, cultural, and historical resources through informal interactions and scheduled programs. They may support the delivery of interpretive presentations, assist with the development of educational materials, and help maintain interpretive displays.	
5%	ADMINISTRATION: The Senior Park Aide performs administrative that include preparing and maintaining accurate records, reports, and logs related to attendance, fees, incidents, and daily activities. They assist with scheduling, staff coordination, and inventory management for supplies and equipment.	
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		
Work primarily outdoors in varying weather conditions, including heat, cold, rain, and snow. Navigate uneven terrain and moderate hiking trails during program delivery and site visits. Flexible work schedule, including weekends, evenings, and holidays, to accommodate program needs and visitor demand. Collaborative work environment, interacting with park staff, volunteers, and partner organizations. Exposure to wildlife, insects, and plant allergens common to the Sierra Nevada region.		
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:		
The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a State vehicle in accomplishing the following tasks may be required. This position requires a valid Driver's License.		
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