



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern Field Division	Senior Park Aide (Seasonal)	549-686-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Sierra	Senior Park Aide (Interpretation)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Alpine-Mono/Mono Lake State Natural Reserve	Lee Vining	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<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
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>This position works under the supervision of the District Interpreter III with guidance from the Alpine-Mono Sector State Park Interpreter I. The reporting location is the Mono Basin Scenic Area Visitor Center (Highway 395, Lee Vining, CA 93541) with work locations throughout the Alpine-Mono Sector.</p> <p>The Senior Park Aide (Seasonal) is the lead responsible for performing routine public contact work; assisting the parks' educational program including interpreting natural, cultural, and recreational resources; answering questions on rules, regulations and facilities for the public; assist in the coordination of park volunteers; assist with fee collection and sales; and do other related work as assigned.</p> <p>This position maintains the daily operation of the visitor center and welcome desk, collects fees, assists with educational programs and special events, and provides 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 day-use areas and trails; and perform housekeeping duties such as vacuuming, sweeping, and dusting, as well as 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>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>40%</b>	<b>VISITOR SERVICES:</b> Assists in visitor center operations by providing information while maintaining courteous interactions with the public. Communicate information about rules and regulations to park visitors in person, by telephone, or by email. Resolves minor complaints, explains park rules, performs routine visitor center tasks including opening and closing procedures. The Senior Park Aide will provide information and assistance to park visitors, alerting visitors to potential hazards in the park, and ensuring visitors are respecting park rules and cultural resources.	
<b>25%</b>	<b>ADMINISTRATION:</b> Complete data collection and paperwork including timesheets, cash collection records, deposit reports, park logbooks, lost and found records, reporting park attendance, answer phone calls	

	and respond to or pass on phone messages. Assist with coordinating volunteers, including scheduling, correspondence, appreciation and timekeeping. May also assist the State Park Rangers and State Park Interpreters in scheduling of Park Aides, and complete other similar duties as assigned.	
<b>20%</b>	<b>INTERPRETATION:</b> Assists with interpretative information regarding the cultural and natural history of the area and the philosophy and workings of the California State Park System. Assists in walking tours and assists to help provide information to the public, school groups may also assist the State Park Interpreter with virtual field trips. Assist with planning of special events.	
<b>10%</b>	<b>HOUSEKEEPING / ORDERLY CHECKS:</b> The Park Aide must remain vigilant for potential hazards or situations that could pose a danger to visitors, employees, or the cultural and natural resources of the area. Identifies and reports violations, notifying law enforcement staff in the event of citable offenses. Performs housekeeping duties, including cleanliness checks for the visitor center desk and office, picking up litter, sweeping, emptying trash cans, and washing windows.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<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 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.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
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.		
<b>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.</b>		
<b>SUPERVISOR STATEMENT:</b>		
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>
<b>EMPLOYEE STATEMENT:</b>		
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>