



DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
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| Central Field Division | State Park Interpreter I (PI) | 549-716-2826-902 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Santa Cruz District | State Park Interpreter I (PI) | R1 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Santa Cruz Mountains Sector | Henry Cowell Redwoods SP | |
| STATE HOUSING | | IMMEDIATE SUPERVISOR |
| State 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>Under direction of the State Park Interpreter III, the State Park Interpreter I is responsible for coordination of both natural and cultural resource interpretive programs and the operation of interpretive facilities at Henry Cowell Redwoods and Big Basin Redwoods year-round, and Castle Rock and Portola Redwoods State Parks on a seasonal basis. Volunteer coordination, hosting and maintaining visitor centers, assisting with planning and development of interpretive programs, creating and managing content for media platforms, coordinating the tour reservations system, and planning and facilitating special events are duties of this position. This position is responsible for the Big Basin Interpretive Master Plan and will participate in the planning and drafting phases, as well as support public outreach efforts.</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 | |
| 30% | <p>INTERPRETIVE PROGRAM COORDINATION</p> <p>Coordinates visitor center operations and daily interpretive activities at parks in the Santa Cruz Mountains sector. Promotes high quality educational experiences for the public by performing the less difficult research and development of material for projects to conduct interpretive programs. Provides support to seasonal staff and docents to conduct high quality educational programs. Programs may include but are not limited to: Crumb Clean Campaign interpretive programs, guided walks, school group programs, campfire programs, Junior Ranger programs, Little Ranger programs, PORTS and other virtual programs, collaborative programs with community partner agencies, demonstrations, roving interpretation and special events. Assist with planning and writing interpretive publications as well as assist with development of new exhibits and interpretive services and media as part of the Big Basin interpretive master plan.</p> | |
| 30% | <p>VOLUNTEER AND SEASONAL STAFF COORDINATION</p> <p>In conjunction with a second Interpreter I, this position is responsible for recruiting, selecting, training, scheduling, monitoring, evaluating, and recognizing volunteers by using existing modules, outlines and existing state and districtwide standards and with the guidance of the Interpreter III. Responsible for maintaining volunteer interest and retention through the facilitation of virtual and in person volunteer meetings, enrichments to uphold volunteer standards of conduct and stated responsibilities on the volunteer duty statements, and continuous learning opportunities such as interpretive program trainings. Coordinates and acts as the lead for seasonal interpreters and interns, providing structured and informal training, as necessary.</p> | |

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| 30% | ADMINISTRATION AND PLANNING | |
| | In conjunction with a second Interpreter I, this position is responsible for coordinating public interpretive programming, serving as the State Parks liaison with teachers and group leaders. Responsible for compiling data and preparing reports from volunteer database and parks' scheduling platform for volunteer hours/accomplishments, daily attendance and monthly interpretive activities report, and information for monthly program promotion. Plan and recommend new interpretive programs and projects with an emphasis on Crumb Clean Campaign content. Participates in Big Basin interpretive master plan meetings as well as monthly interpretive staff meetings and other meetings as assigned. | |
| MARGINAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 5% | Maintain clean and organized visitor centers including exhibits, artifacts, resource rooms, libraries, volunteer break rooms and offices. | |
| 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 | | |
| Works outdoors and in office setting determined by programmatic need. Utilizes daily and frequent use of computer/tablet. Must be able to sit and/or stand for extended periods of time. Must be able to work in a range of climatic environments/uneven terrain including 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. Must be able to lift up to 45 lbs. | | |
| TELEWORK DESIGNATION: | | |
| This position is designated as NOT telework eligible. | | |
| SPECIAL REQUIREMENTS: | | |
| Possession of a valid class "C" Driver's License is required. Willingness to travel throughout the district, and work weekends and holidays, is essential to this position. | | |
| 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 |
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