



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central		Park Interpretive Specialist (Seasonal)	549-732-1019-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Central Valley District		Park Interpretive Specialist	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Calaveras		Calaveras Big Trees State Park	
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 the supervisor State Park Interpreter III, the Park Interpretive Specialist will be responsible for coordinating the K-12 School Program at Calaveras Big Trees State Park. The position includes organizing over 80 fall and spring field trips for students in both K-12 schools and homeschools, leading guided school trips, and managing K-12 docent tour guides. Work in partnership with the Calaveras Big Trees Association for grant funding for Title 1 Schools through the Buses to Big Trees program. Additional responsibilities include occasional weekend and summer work to assist with other interpretive programs in the park, staffing the Visitor Center, and assisting with administrative tasks. Majority of work will be during school season.</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		
60%	K-12 SCHOOL COORDINATION Serve as the lead for development, coordination and presentation of interpretive programs that support K-12 education. Duties include scheduling schools, staff and volunteers to facilitate onsite field trips; participating in leading interpretive programs for school groups; training docents in working with students; and following through with evaluation programs of provided interpretation. Implement current K-12 Curriculum standards and park themes into presented programs. Maintain communication and good relations with participating schools and educators. Work with the Calaveras Big Trees Association on the Buses to Big Trees program to provide grant funding for Title 1 schools.		
15%	INTERPRETIVE PROGRAM SUPPORT Participate and/or lead guided walks, Little and Junior Ranger programs, or other assigned interpretive programs. Complete assigned interpretive based projects either as a team or independently. Support interpretive programming during special events. Assist interpretive staff and work with interpretive docents on programs, tours and other activities as directed. May require weekend and nighttime work.		
10%	VISITOR INFORMATION Answer questions of the visiting public, give directions, and provide recommendations on being safe in the park. Provide accurate information to the public concerning the California State Park System,		

	policies, laws, interpretation, directions, and the role of State Parks in park preservation. May staff information/visitor information booths. Handles minor visitor complaints.	
10%	ADMINISTRATION Assist interpretive staff in completion of administrative duties and projects as directed by the interpretive lead/supervisor. Administrative duties may include writing reports and planning documents. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. Establish and maintain cooperative relations with the park community and stakeholders. Assist volunteer coordination staff and work with interpretive volunteers on programs, tours and other activities as directed.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Analyze situations accurately and take effective actions. Communicate effectively.	
TYPICAL WORKING CONDITIONS		
Working indoors and outdoors year round in various levels of weather, including hot summers and snowy winters. Weekend and holiday work required.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Must have a good public speaking voice. Ability to use computer software. Wear an approved uniform. Must be able to deliver 1.7 mile guided hike on a ADA trail.		
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