



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central	Senior Park Aide (Seasonal)	549-722-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Monterey District	Summer Adventures Program Counselor	
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Monterey Sector	Point Lobos State Natural Reserve	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing 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>The Senior Park Aide (Summer Adventures Counselor) is responsible for providing high quality outdoor educational experiences for participants in the Point Lobos State Natural Reserve Summer Adventures outdoor day camp program. The goal of the camp is to provide the next generation with opportunities to explore and experience the joys of recreating in both California State Parks and local Monterey Peninsula parks. The Summer Adventures Counselor should enjoy working with children in outdoor recreational settings. The Summer Adventures Counselor works under the lead and oversight of the State Park Interpreter III and under the direction of the State Park Interpreter I. The Interpreter I directs primary job training, activity review, and accountability for tasks assigned to this position. The Summer Adventures Counselor works collaboratively with all sector staff to accomplish tasks necessary to provide high quality experiences for all camp participants. All work performed will be done in a professional manner in support of management objectives and in conformance with departmental standards and policies. The primary reporting location is the Point Lobos State Natural Reserve interpreter office.</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>30%</b>	<b>STUDENT CAMPER OVERSIGHT</b> The Summer Adventures Counselor is responsible for working with the day camp participants, students aged 8-15, to provide a high-quality, outdoor, day camp experience. This position will work collaboratively with the Interpreter I and other Summer Adventures counselor team members to facilitate the program’s daily scheduled activities to ensure a successful experience for student campers. Daily activities include hiking, rock climbing, kayaking, whale watching, arts and crafts, and additional assigned projects.	
<b>30%</b>	<b>CAMP OPERATIONS</b> The Summer Adventures Counselor will be required to attend a week-long training on the Monterey Peninsula’s natural and cultural resources prior to the start of camp sessions. The Counselor will work with the Summer Adventures counselor team members to develop daily group activities designed to provoke excitement and curiosity in the natural surroundings of Point Lobos State Natural Reserve and other local recreational sites. Timely reporting for daily camp shifts is required.	
<b>25%</b>	<b>PROGRAM ORGANIZATION</b>	

	Effective communication is expected between Summer Adventures counselor team members and the Interpreter I to maintain a smoothly running program. Daily debrief sessions will be conducted as a team. The Summer Adventures Counselor is responsible for daily stocking and organization of programming materials and supplies and will dedicate the last hour of each day to organizing and preparing for the next day's scheduled activities.	
<b>10%</b>	<b>ADMINISTRATION</b> Attend scheduled staff meetings and trainings. Prepare administrative paperwork to meet operational needs.	
<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>		
Must be able to lift up to 20lbs, stand for long periods of time, hike up to five miles in a day, feel confident in an ocean kayaking environment, and be able to participate in whale watching programs with students in an ocean-going vessel.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required.		
<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>