



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Aide (Seasonal)	549-732-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Visitor Services Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Calaveras Sector	Indian Grinding Rock State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Staff Park and Recreation Specialist
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>The Park Aide position is an entry level position that performs front line park operation work at Indian Grinding Rock State Historic Park. Under the direction of the Staff Park and Recreation Specialist, the Park Aide will be responsible for assisting with park operations and visitor programs at Indian Grinding Rock SHP. The Park Aide performs front line park operation work including fee collection, assist with campground operations, answering questions, providing information to the public, assisting interpretive staff with educational and interpretive programs, working in the Chaw'se Regional Indian Museum, helping keep the museum clean and organized, and completing assigned projects.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Interpretation and Education Answers questions of the visiting public, gives directions, and provides recommendations on being safe in the park. Provides accurate information to the public concerning the California State Park System, policies, laws, interpretation, directions, and the role of State Parks in park preservation. Assists visitors with lost and found. Conducts school and public tours. Maintain and interpret "Circle" area of museum to include new demonstration items and update the binder.	
35%	Museum Operations Conducts sales of items sold in the museum store, collects park day use and camping fees, operates a cash register and credit card machine, clean and restock museum store products, prepare accurate records of daily transaction activities.	
10%	PARK FACILITIES Keeps State Park facilities and equipment clean and orderly. Completes cleaning projects as assigned.	
10%	ADMINISTRATION Assists Park staff in completion of administrative duties and projects as directed by lead/supervisor. Administrative duties may include, but are not limited to, visitor attendance, creating and posting fliers for the park programs, and other duties as assigned. Assist Volunteers with tracking their hours in Better Impact.	
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	
Working indoors and outdoors year round in various levels of weather. Weekend and holiday work required.	
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:	
Ability to stand for long periods of time. Must have a good public speaking. Ability to use computer software. Wear an approved uniform.	
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	