



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-647-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Valley	William B. Ide Adobe State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing 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>The Senior Park Aide is a seasonal position at William B. Ide Adobe State Historic Park, working under the supervision of the District Interpreter, and directed on the job by the unit SP Interpreter I. The reporting location is William B. Ide Adobe State Historic Park in Red Bluff. The primary duties associated with this position include VC operations (collection of fees, generating reports, various housekeeping and grounds-keeping activities, record keeping) and Interpretive Programming (set-up, presentation and clean-up of interpretive programs, tours, training volunteers, special events, and digital/social media) and special projects as assigned. Candidates for this position should have good public speaking skills, an interest in California history, the ability to perform laborious tasks, and the ability to work independently as well as on a team. This position assists with coordinating environmental education programs for all ages, presenting volunteer training, and volunteer reporting.</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%	<p>Interpretive Program Support Researches and prepares information relating to the history of William B Ide Adobe SHP for the development of interpretive programs, tours and exhibits. Provides interpretive programming for school and community group visits, special events and the Junior Docent Program. Provides tours of museum exhibits and other park features. Assists with the Volunteer in Parks (VIP) Program administration and recruitment. Maintains the unit calendar to assure that school programs and special events are appropriately scheduled</p>	
30%	<p>Visitor Services Acts as lead person for Park Aides, docents, and other volunteer or alternate work program staff in conducting visitor services, curatorial care and interpretive functions in the unit. Sees that the park facilities are opened and closed as scheduled. Arms and disarms the alarm system. Collects fees and provides information to the public about the park. Prepares bank deposits and compiles statistical data as directed with the preparation of routine monthly reports and accounting documents for fees collected and interpretive programs.</p>	
30%	<p>Museum collections and Housekeeping Assists the Curator I, unit Ranger and other park staff as directed with artifact inventory, cataloging, and record keeping and data entry into specified systems and computer programs.</p>	

	Under direction, maintains artifacts on display and in storage by providing housekeeping and curatorial care.	
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		
Work independently; follow instructions; establish and maintain cooperative relations with the general public and other employees; use tools, supplies, and equipment required by the job; perform varied manual tasks, evaluate problems, take corrective action; and provide leadership.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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