



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Guide Trainee Historical Monument	549-673-2791-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Tour Guide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Calaveras	Railtown 1897 State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Staff Park and Recreation Specialist

### SENSITIVE POSITION DESIGNATION (Check if applicable)

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

### POSITION DESCRIPTION

Under the direction of the Staff Park and Recreation Specialist, the Tour Guide will be responsible for assisting with the operation of the visitor programs at Railtown 1897 State Historic Park. This position performs front line interpretation work including answering questions and providing information to park visitors, providing guided tours and talks within historic buildings and trains, supporting K-12 school programs and Junior Ranger programs, assisting with park sponsored special events, opening/closing park facilities, and completing assigned projects.

**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
45%	<b>INTERPRETIVE PROGRAMING</b> Conduct guided walks and talks throughout the park’s historic district. Create engaging content for social media platforms. Provide interpretation by participating in the park’s living history program. Support specialized School Days and Junior Ranger Programming. Assist in the operation of park special events. Explain rules and safety guidelines to visitors for the purpose of protecting and preserving natural, historic and cultural features, sites or structures throughout the park.
30%	<b>TRAIN OPERATIONS</b> Meet and greet passengers during arrivals and departures of trains and assist in boarding and unloading procedures. Provide interpretive narrations during train rides and answers questions to train passengers. Work alongside park partners to assist with assigned train operation needs as requested.
10%	<b>PARK FACILITIES</b> Opens and closes park exhibits daily. Keeps park facilities and equipment clean and orderly. Complete cleaning and organizing projects as assigned.
10%	<b>ADMINISTRATION</b> Answer public emails and phone calls, make copies, and other duties as assigned. Input interpretive statistics into online database. Support park staff with volunteer program coordination including meetings, trainings, and appreciation events.

### MARGINAL FUNCTIONS:

%	TASK/DUTIES
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<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>		
Working indoors and outdoors year-round including hot summers on uneven terrain. Exposure to heat, loud noises, cold, and other industrial working conditions on the Railroad should be expected. Weekend and holiday work required.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
This position requires a valid California driver's license. The incumbent's work schedule varies based on the operational need of the park. Weekend and holiday workdays will be required. This is a part-time seasonal position with a limit of 1000 hours per calendar year, typically between March and October. This is a Uniformed position, the incumbent will be required to procure and maintain a State uniform. Incumbent must have the ability to use computer software.		
<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>