



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Interpretive Specialist (Seasonal)	549-918-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District	Education Technician	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Los Angeles Sector	Los Encinos 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>This position will be under the supervision of the Program Manager of Interpretation and Education, Interpreter III and the Interpreter I. The purpose of interpretation is to enrich people’s lives through meaningful experiences and enjoyable recreation; preserve and protect natural and cultural resources through broad collaboration and shared stewardship; and inspire social and environmental consciousness to build community and sustain the health of the planet.</p> <p>Primary responsibilities of the Education Technician (Ed Tech) include conducting curriculum-based programming through virtual and in-person experiences and development of specific activities for these programs with support from the Interpreter I. Implementation of public programming including interpretive tours of the park for the public, and support of contact stations where they will be responsible for answering general questions, phone calls, and emails. Monitor special events and oversee day to day operations of volunteers and interns. The incumbent will also coordinate with local community groups and partner universities in joint projects and may assist with program development. Incumbents are expected to work out of multiple sites to enhance their interpretive skills.</p> <p>Park Interpretive Specialists will carry out interpretive assignments of limited complexity that involve the application of general program knowledge and the fundamental principles, concepts, and methods of interpretation. Work at this level also involves developmental assignments and some limited responsibility for initiating, developing, and/or modifying work methods.</p> <p>The reporting location for this position is Los Encinos State Historic Park but the incumbent is also expected to work at other park units within the Los Angeles Sector. Support at other locations throughout the District may be required. Driving personal vehicle between park units will be necessary however the incumbent will receive mileage reimbursement. This position requires Thursday through Sunday availability.</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	
45%	<p>Interpretation and Education Implementation of curriculum-based programming for K-12 students includes guided walks, facilitating dialogue about the natural, historic and cultural resources at sites, and promoting a connection between formal education topics to relevant content. Present formal and informal audience and learner-centered interpretive experiences using well-established and commonly known interpretive skills, techniques, and tools delivered in-person and through interpretive media and technology. Conduct basic research on specific topics and synthesize the knowledge</p>	

	gained from research to develop interpretive experiences that are clearly consistent with the strategic goals and objectives of park interpretation. Select and organize material to be presented to fit the purposes of the interpretive program and the type of group for which it is intended. Engage the public through presenting a series of formal structured programs (e.g., walks, talks, tours, presentations, demonstrations, events, virtual interactions) of limited complexity and/or recurring nature, and through informal contacts/conversations with the public. Use informal and formal contacts with the public to learn about audiences and their knowledge and interest in park resources, themes, and related topics. May develop/deliver standardized in-park, off-site, and/or virtual education programs that clearly tie resources to education standards (national, state, and local) and/or are aligned with needs of educational organizations and their students.
30%	Visitor Experience and Facility Operations Perform the routine activities of a visitor facility and/or information desk and help in coordinating day-to-day operations, including working with docents, volunteers and interns. Ensure that visitor information materials are in supply. Operate a variety of audiovisual and other equipment used in connection with visitor facilities, visitor centers, museums, etc. Periodically inspect the physical and operational condition of visitor facility assets, report damage and/or malfunctions. Respond to electronic, telephone, or written inquiries from the public. Orient, educate, and inform visitors regarding access and opportunities to participate in and contribute to memorable experiences. Support Special Events program through directing requests, organizing paperwork, scheduling requests, and monitoring.
10%	Customer Service and Visitor Compliance Work with internal and external customers to assess, address, and resolve reoccurring visitor concerns in accordance with established procedures. Facilitate a collaborative, proactive, and welcoming work environment. Rove and provide pop-up interpretive opportunities at park areas and educate the public on park rules and preservation. Provide information and advice on park activities and cultural, historical, and natural resources. Foster a culture of safety in the workplace by seeking out and valuing input from others. Comply with existing safety policies and procedures such as job hazard analyses. Report all accidents/injuries/near-misses within appropriate time frames.
10%	Reporting and Communication Receive training from Interpreter I regarding short-term interpretive planning. Track and report on visitor use statistics, review visitor use patterns and their effect on the park area and suggest changes in operation or facilities. Proficient use of software applications such as Microsoft Office, Word, Excel, PowerPoint, video conference tools such as Zoom, Teams, Google Meets, etc., as well as time organization tools such as physical and digital planners, calendars, and program bulletins. Must respond to communications through email, phone calls, text messages in a timely manner.
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	
The above tasks are to be performed on-site. Working weekends, evenings and holidays is required. The work week can be interchangeable to accommodate special events or off-site opportunities. This position consists of office work, fieldwork and travel. Work takes place in various park units, requiring the use of personal vehicle to drive between locations. Ability to hike 1-mile with 10 lb. pack on uneven surfaces is necessary. May need to lift heavy objects and tools. Must be comfortable in windy and/or sunny coastal and mountain weather. Must be able to stand and walk for extended periods of time over long distances. Wearing an approved uniform is required.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license and a good driving record are required.	

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