



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Interpreter I	549-635-2826-005
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District (NCRD)	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Interpretation and Education	Jedediah Smith Redwoods State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is 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 State Park Interpreter I under direction of the State Park Interpreter III. The reporting location is the Hiouchi Visitor Center located at 1111 2nd St. Crescent City CA 95531 and the primary focus will be Tolowa Dunes State Park and the four parks within Redwood National and State Parks (RNSP): Jedediah Smith Redwoods State Park, Del Norte Coast Redwoods State Park, Prairie Creek Redwoods State Park, and Redwood National Park. Incumbent will work with both the NCRD Interpretation & Education (I&E) Program Manager and the RNSP I&E management and staff on a regular basis to oversee interpretive programming within the northern portion of Redwood Coast Sector (RCS). Additionally, incumbent will work in other nearby state parks including Pelican State Beach, Humboldt Lagoons State Park, Sue-meg State Park, Trinidad State Beach, Little River State Beach, Azalea State Reserve, Fort Humboldt State Historic Park, and other parks throughout the NCRD. Must wear a uniform as outlined in the California State Parks' uniform handbook.</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	
30%	<p>On-site Interpretive Programs: Develops the less difficult material and delivers interpretive programs including, but not limited to, junior ranger programs, nature walks, campfire programs, and other public programs. Additionally, incumbent staffs an information desk at park visitor centers or other like locations. Explains the area's recreational opportunities, including interpretive services, concession-operated facilities and services, and campground availability; distributes maps, brochures, and other printed material; provides directions and routes of travel through the parks; and informs visitors of potential safety hazards. Incumbent will be responsible for entering and maintaining all education program data and stats into department applications. Provides assistance with one-time or annual celebrations and special events related to programs and themes of the parks and assists in the operations of special events.</p>	
30%	<p>Staff Lead: In support of both RNSP and NCRD I&E leadership, assists in the hiring, training, scheduling and evaluation of seasonal and docent staff, as well as volunteers. Assists with the district's interpretation and education volunteer programs including, but not limited to, advertising, recruiting, hiring, and training new docents and volunteers. Attends cooperating association,</p>	

	seasonal interpretation, volunteer, and docent meetings in the absence of, or in addition to, the district's liaison.	
25%	K-12 Access: Assists in developing and delivering in-classroom and PORTS (distance learning) programs, as well as on-site programming for local schools who visit the Howland Hill Outdoor School within RNSP, and other parks within the NCRD.	
10%	Interpretive Media: Assists in developing interpretive media including, but not limited to, exhibits, signs, brochures, visitor guides, newsletter articles, web content, live-stream video, and social media.	
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		
This is a uniformed classification; uniform standards may be found in the Uniform Handbook. Must be willing to work weekends and holidays as necessary. Prolonged standing, bending, and sitting. Work inside and outside; walking, bending, and occasionally lifting transport equipment weighing up to 40 pounds. Frequent walking on even and uneven surfaces		
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:		
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