



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division		State Park Interpreter I	549-271-2826-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Great Basin District		State Park Interpreter I	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Onyx Ranch Sector		Onyx Ranch SVRA/Red Rock Canyon SP	
STATE HOUSING			IMMEDIATE SUPERVISOR
State 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 <a href="#">California Code of Regulation (CCR) 599.961</a>			
POSITION DESCRIPTION			
<p>Under the direction of the State Park Interpreter III, the State Park Interpreter I will provide high-quality interpretive programs that advance the mission and goals of the Interpretation and Education Division and the Department. The incumbent will develop, implement, and coordinate activities necessary to create relevant visitor interpretive experiences. The incumbent will demonstrate a working knowledge of interpretative and education program development and presentation, off highway vehicle (OHV) recreation, special events planning, coordination and implementation. This position will also be responsible for writing in support of interpretive programs and projects including social media posts and press releases. This position will utilize 21st century tools to create, deliver, and engage with virtual and in-person audiences and will be part of a statewide network of Off Highway Motor Vehicle Recreation (OHMVR) park staff working toward the common goal of creating relevant, equitable access to California State Parks for all. On an occasional basis, the State Park Interpreter I may be required to perform work at, or on behalf of, other units in the district. This position serves as the lead person for seasonal interpretive staff and volunteers for the park. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability, and compliance with Technical Advisory Committee (TAC) goals are met.</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><b><u>INTERPRETATION</u></b></p> <p>Develops, coordinates, and presents high quality interpretive programs for park visitors. Coordinate and evaluate formal interpretive activities presented by staff and volunteers. Plans, develops, conducts, and coordinates research for interpretive projects; compiles information and prepares reports and other interpretive materials; assists in training seasonal and other staff, student partners, and volunteers in interpretive methods and techniques; and assists in planning and developing materials for interpretive panels, exhibits, and programs across multiple mediums and delivery methods. Creates and presents interpretive programs such as Junior Ranger, Litter Getter, and campfire programs. Develops high-quality, thematic presentations aligned to academic standards for K-12 education students. Works in a team environment, locally and across the park system to improve services to the public. Wears motorcycle and/or ROV safety gear and appropriate riding attire, and leads off-highway tours using a motorcycle, ROV, or four-wheel drive vehicle, as required.. Assists in preparing monthly interpretive schedules, coordinating school group visits, and collecting and compiling data for interpretive reports.</p>		

	Coordinates and conducts interpretive training for volunteers and seasonal staff in cooperation with the State Park Interpreter III. Provides information to the public and acts as lead person for volunteers, explains park rules and regulations. Coordinates interpretive special events and provides volunteer coordination for the park. Develops and maintains high quality interpretive programs, publications, exhibits, audio visual and distance or virtual programs related to OHV recreation with special emphasis on how to balance the appreciation and protection of California's resources while enjoying active recreation. Evaluates and documents the quality of interpretation and volunteer programs and prepares related reports. Plans, develops, promotes, and advertises the park's monthly and annual interpret calendar of programs. Conducts outreach with the community by representing the Department and Onyx Ranch SVRA at special events, programs, fairs, and other community events.
15%	<b><u>VOLUNTEER COORDINATION</u></b> Research, compiles, and produces volunteer/docent duty statements and manuals. Maintains records of volunteer hours, activities, problems, contact information, and awards earned and distributed in Better Impact. Processes volunteer applications in coordination with the State Park Interpreter III and district personnel staff. Prepares and conducts volunteer appreciation events and distributes Volunteers In Parks Program (VIPP) awards. Conducts periodic evaluations of active volunteers. Compiles and reports data on the VIPP to the district's State Park Interpreter III and/or the Statewide VIPP Coordinator. Coordinates, registers, and supervises community group's service projects and events. Recruits, processes volunteer application packets, and schedules volunteers. Coordinates and conducts volunteer training using information found in the Volunteer in Parks Handbook, Aiming for Excellence and Better Impact.
15%	<b><u>Public Relations and Marketing</u></b> Markets and promotes interpretive programs including off highway vehicle training opportunities through digital and in-person outreach. Creates content for social media, press releases, community calendars, and email marketing campaigns. Establishes and maintains regular contact with local media entities and community organizations. Creates digital materials to drive participation in interpretive programs, uses online resources to inform the community of upcoming programs, events, and opportunities. Updates the park's web site to provide pertinent information for the public.
10%	<b><u>Interpretation Planning</u></b> Assists with the development and updates of park interpretive planning documents. Assists interpretive staff in the preparation of annual interpretive action plans and helps monitor the quality and quantity of interpretive programs. Assists in the development of various planning documents pertaining to the park unit and reviews, provides input on, and/or develops general plan elements, interpretive project plans, and strategic plans.
5%	<b><u>Administration</u></b> Attends staff meetings, completes all reports and accountable documents as required. Records the Onyx Ranch SVRA's interpretive data using California Interpretation Collection and Data Archive (CICADA).
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
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.
5%	Provide commission meeting support.
<b>TYPICAL WORKING CONDITIONS</b>	
Works approximately 55% in the field and 45% in an office environment. Daily and frequent use of a personal computer and various office software applications at a workstation is required, including sitting in a normal seated position for extended periods of time. The work environment may include moderate exposure to unusual elements such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, loud noises, visitors, and traffic conditions. Duties require occasional to frequent work outside of an office in a	

range of climatic environments, including hot, dry deserts, coastal beaches, cool forests, and mountainous areas, and may involve exposure to extreme weather conditions.

**TELEWORK DESIGNATION:**

This position is designated as NOT Telework Eligible.

**SPECIAL REQUIREMENTS:**

Possession of a valid class C driver's license is 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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>