



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park Aide (Seasonal)	549-635-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Redwood Coast Sector	Fort Humboldt State Historic 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>Under direction of the State Park Interpreter III, the Park Aide (PA) helps safeguard California State Parks by communicating to the public the complex stories of the redwood forest and the environments which have shaped human life and culture on the North Coast. The PA will work closely with interpretive staff to provide educational opportunities and experiences for our visitors, partners, local schools, and volunteers. This position is located at Fort Humboldt State Historic Park and may include duties within and adjacent to parks around the North Coast Redwoods District. A uniform is required, as outlined in the California State Parks' uniform handbook.</p> <p>The Park Aide interpreter should be passionate about outdoor life, the natural environment, and cultural history. We desire an employee committed to the mission of State Parks and respect for the front-facing role that this position plays. A sense of professionalism and the willingness to purchase and wear a uniform is required. An appreciation for park visitors and a sense of empathy toward their unique experiences and worldviews is essential. An employee with an ability to collaborate with others, communicate clearly and honestly, and motivated to work independently is especially desired.</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%	Interpretation, School Groups, Outreach, and Special Events: Assist the Park and district wide interpretive and educational goals. This may include staffing visitor centers, providing guided tours, Junior Ranger programs, and campfire programs, as well as pop up tables, river exploration, and roving interpretation. Duties may include planning, setup, and execution of these programs. Staff will work closely with staff and volunteers from State Parks and other cooperating agencies. Coordinate, support, and attend special events, outreach events, and school/tourist groups that visit the park in collaboration with cooperative association staff and volunteers.	
30%	Housekeeping: Keep on-site museum, interpretive offices, and interpretive supply sheds/closets neat and clean at all times by dusting, sweeping, mopping, and vacuuming. Restock interpretive supplies and handouts. Correct or report all hazardous or safety related conditions in a timely manner. Assist in other light housekeeping assignments.	

20%	Administration: Prepare and process paperwork to accomplish required tasks such as monthly interpretive statistic summaries, CICADA stat entry, educational supply inventories, and timesheets. Attend required staff trainings, team meetings, and maintain communication with staff and volunteers.	
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 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:		
None		
<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