



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Park Interpretive Specialist (Seasonal)	549-664-1019-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Bay Area District	Park Interpretive Specialist (Seasonal)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Bay Area District	Trione-Annadel State Park	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Interpreter III
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the State Park Interpreter III (Bay Area District Interpretation and Education Program Manager) and with guidance from the Trione-Annadel State Park Interpreter I lead, the Park Interpretive Specialist assists Park Interpreters with planning, organizing, and implementing curriculum-based educational programs for K–12 students in classrooms, park settings, and virtually. This position will be expected to help develop innovative, relevant, and engaging programs that expand access to park-based education for K-12 students and teachers. This position will provide and/or assist with interpretive programs for the general public, following departmental techniques, strategies, and standards. The Park Interpretive Specialist will also build and maintain relationships with educators, partner organizations, and youth-serving groups. Additional responsibilities include creating outreach materials such as flyers and social media posts, maintaining educational program data and reports, and completing administrative tasks like tracking tours, schedules, and databases. The Park Interpretive Specialist will also support daily Visitor Center operations by providing park information, answering questions, addressing minor visitor concerns, and working with Visitor Services staff to assist with fee collection and visitor data tracking. The Park Interpretive Specialist also represents the department in professional, community, and partnership settings.</p> <p>The reporting location is Trione-Annadel State Park in Santa Rosa, CA. This position may work up to 1500 hours within 12 consecutive months.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>45%</b>	<b>Interpretation &amp; Education:</b> Assists the Park Interpreter with planning, organizing, and implementing curriculum-based educational programs for K–12 students in classrooms, park settings, and virtually. Conducts educational activities and programs for the general public and park visitors, including Junior Ranger programs, K-12 school tours, public hikes, and PORTS (Parks Online Resources for Teachers and Students). Delivers group presentations using both spoken and multimedia methods and leads hands-on activities and craft projects for a range of programs, abilities, and age groups. Demonstrates knowledge of the park’s cultural and natural resources through interpretation, educational planning, and presentations, and will occasionally be asked to provide	

	recreational information about neighboring park units. Coordinates and collaborates on programming, training, and initiatives with other District Interpretive staff and park partners, and ensures all programming and social media adhere to accessibility standards.
20%	<b>Planning:</b> Assists in planning and developing interpretive programming, docent training, park events and promotional material. Encourages innovation and collaborates with the Park Interpreter I and volunteer staff to conduct robust, diverse, and relevant interpretive programming primarily aimed at K-12 education. Assists with planning and writing interpretive publications, social media posts and application content. May assist with the development of docent training sessions. Research “use and maintenance” of operational equipment and infrastructure used in programming (mobile devices, Wi-Fi, online accounts, etc.).
20%	<b>Park Operations, Customer Service, and Safety:</b> Greet park visitors with a friendly and positive attitude. Provides park-related information, answers routine questions, and addresses minor visitor complaints while working cooperatively with Visitor Services to maintain public contact locations within the park. Communicates effectively with park staff and fosters a positive working environment. Accurately tracks visitor statistics, including interpretive program attendance, and assists with the setup of audio-visual equipment (cameras, projectors, speakers, computers, etc.). Collaborates with State Park Peace Officers to operate cash registers and track visitation. Continuously monitors visitor spaces and programs to ensure a safe work environment. Reports hazards, maintenance needs, and safety concerns to a supervisor prior to and during events. Provides light housekeeping and may assist with cleaning public and staff restrooms, yard complexes, storage facilities, picnic areas, and other park areas as needed. Under the direction of the curatorial staff, may assist in the care of artifacts. Adheres to the Department’s Uniform Standards, Personal Grooming Standards, and performance standards.
10%	<b>Informal Roving:</b> Provides park information; articulates the Natural, Cultural, and Recreational Resources within and around the park and district. Provides meaningful and accurate information to park visitors and leads walks and discussions. Communicate with park visitors to help them better understand the reason for the specific laws and regulations in our parks and will help to answer general questions.
<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.
<b>TYPICAL WORKING CONDITIONS</b>	
Mix of indoor and outdoor work. May be required to work outside in various conditions including hot, dry or inclement weather. May be required to stand or walk for extended periods of time.	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
<b>SPECIAL REQUIREMENTS:</b>	
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>