



## DUTY STATEMENT

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| <b>DIVISION</b>  | <b>CLASSIFICATION</b>  | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Northern   | State Park Interpreter I   | 549-635-2826-005                                      |
| <b>DISTRICT/HQ SECTION</b>   | <b>WORKING TITLE</b>   | <b>CBID</b>   |
| North Coast Redwoods District  | State Park Interpreter I   | R01   |
| <b>SECTOR/HQ UNIT</b>  | <b>REPORTING LOCATION</b>  | <b>INCUMBENT</b>                                      |
| Redwoods Coast Sector  | Jedediah Smith Redwoods State Park   |   |
| <b>STATE HOUSING: (Check one)</b>  |  | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required<br><input 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>The State Park Interpreter I is under direction and supervised by the State Park Interpreter III. The reporting location is Jedediah Smith Redwoods State Park in Hiouchi, CA and the primary focus will be supporting the interpretive functions of Jedediah Smith Redwoods State Park, Tolowa Dunes State Park and parks within Redwood National and State Parks (RNSP), including Del Norte Coast Redwoods State Park, Prairie Creek Redwoods State Park and Redwood National Park. Incumbent will work with both the NCRD interpretation &amp; Education (I&amp;E) Program Manager and the National Park Service (RNSP) I&amp;E management and staff on a regular basis to oversee interpretive programming within the northern portion of Redwood Coast Sector (RCS). Additionally, incumbent will support community engagement efforts district-wide and in other nearby RCS 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 North Coast Redwoods District (NCRD). Must wear a uniform as outlined in the California State Parks' uniform handbook.</p> |  |   |
| <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></p>  |  |   |
| <b>ESSENTIAL FUNCTIONS:</b>  |  |   |
| <b>%</b>   | <b>TASK/DUTIES</b>   |   |
| <b>30%</b>   | <p><b>On-site Interpretive Programs:</b> Assist in developing 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> |   |
| <b>25%</b>   | <p><b>K-12 Access:</b> Assist in developing and delivers in-classroom and PORTS (distance learning) programs, as well as support on-site programming for local schools who visit the State Parks within RNSP, and other parks within the NCRD.</p>   |   |
| <b>15%</b>   | <p><b>Staff Lead:</b> In support of both RNSP and NCRD I&amp;E leadership, assist in the hiring, training, scheduling and evaluation of seasonal and docent staff, as well as volunteers. Assist with the</p>  |   |

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|   | district's interpretation and education volunteer programs including, but not limited to, advertising, recruiting, hiring, and training new docents and volunteers. Attend cooperating association, seasonal interpretation, volunteer, and docent meetings in the absence of, or in addition to, the district's liaison. |             |
| <b>15%</b>  | <b>Outreach and Community Engagement:</b> Develops new and existing working relationships with local community groups, tribal partners, and park partners. Support community engagement efforts district-wide through interpretive special events, community events, conferences, career fairs, and local schools.        |             |
| <b>10%</b>  | <b>Interpretive Media:</b> Develop interpretive media including, but not limited to, exhibits, signs, brochures, visitor guides, newsletter articles, web content, live-stream video, and social media.   |             |
| <b>MARGINAL FUNCTIONS:</b>  |   |             |
| <b>%</b>  | <b>TASK/DUTIES</b>  |             |
| <b>5%</b>   | 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>   |   |             |
| 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. Occasionally transport equipment weighing up to 40 pounds. Frequent walking on even and uneven surfaces.  |   |             |
| <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.   |   |             |
| <p><b>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.</b></p> |   |             |
| <b>SUPERVISOR STATEMENT:</b>  |   |             |
| 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> |
|   |   |             |
| <b>EMPLOYEE STATEMENT:</b>  |   |             |
| 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> |
|   |   |             |