



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Park Interpretive Specialist (Seasonal)	549-911-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast/La Purisima Sector	Park Interpretive Specialist (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
La Purisima Mission State Historic Park	La Purisima Mission State Historic Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the State Park Interpreter III, the incumbent will collaborate with park interpretive staff lead by the State Park Interpreter I to provide interpretive programming and facility operations including Parks Online Resources for Teachers and Students (PORTS) programs, interpret the relevant history of La Purisima Mission, and the natural history of the park. The incumbent must have a positive attitude and willingness to learn. Additionally, applicants must have the ability to follow directions, learn work procedures and park rules, and interact respectfully with the supervisor, lead staff, co-workers and the public. Seasonal employees may work weekends and holidays and may be directed to work elsewhere in the district. The Park Interpretive Specialist (Seasonal) reports to the La Purisima Mission SHP Visitor Center, at 2295 Purisima Rd, Lompoc, California.		
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	
30%	INTERPRETIVE SERVICES Assist State Park Interpreter I with the development and delivery of regularly scheduled traditional interpretive programs including guided tours, history programs, and Junior Ranger programs, as well as informal interpretive demonstrations. Works collaboratively with the Department's PORTS Distance Learning Program to develop and deliver K-12 online educational programs using a variety of online communication tools and platforms. Participates in local community outreach programs.	
30%	INTERPRETIVE SUPPORT TASKS Staff's Visitor Center front desk answering questions, answering phone calls, and helping visitors with their questions. Participates in job-related interpretive training programs to include use of digital devices, online content development, and interpretive program delivery and relevancy and history trainings. Attend staff and volunteer meetings. Assist with interpretive reporting and training.	
25%	HOUSEKEEPING: Assists with set up and clean-up of programs and special events. Assist with cleaning visitor center conference room, kitchen and stock visitor center restroom. Communicates with other park personnel, follows directions and maintains a positive working environment	

10%	Administration/Training/Safety: Coordinate timesheet writes reports & maintains records. Report any problem posing a hazard to customers or employees. Report all injuries to an on-duty supervisor as soon as possible. Be familiar with park rules and regulations, local emergency services and park resources to provide information to the public.	
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		
Work Environment: Must be able to work in inclement, hot or cold weather for extended periods of time Must be able to stand or sit for extended periods of time Position is required to wear a State Park uniform Physical Abilities: Must be able to walk over uneven surfaces for over one mile.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class “C” Driver’s License is required and participates in the DMV Pull Notice Program This position may be required to work weekends, holidays and special events on a regular basis.		
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.		
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