



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Interpretive Specialist (Seasonal)	549-936-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	Park Interpretive Specialist	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Diego Coast District/Old Town State Historic Park	Old Town San Diego 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		
This position will work under the direct supervision of the San Diego Coast District Interpreter III and be led by the State Park Interpreter II for Historic Sector. The position is assigned to Old Town San Diego SHP. The Seasonal Interpretive Staff member is responsible for assisting with the efficient operation of the Interpretation & Education Programs at Old Town San Diego State Historic Park and San Pasqual State Historic Park. This includes but is not limited to staffing the Visitor Centers/Museums, interpreting outdoor exhibit areas, leading tours, executing school programs, and generally supporting the educational, interpretive, and volunteer management programs. Responsibilities shall include, but are not limited to the following: Demonstrate ability to follow directions; learn work procedures and park rules and regulations quickly; complete timesheets correctly by required date and check Humanity at the end of each shift for any changes; perform varied manual tasks; meet and interact with the public successfully; willingness to work weekends, holidays, and/or odd or irregular hours; wear and maintain prescribed uniform or period attire while maintaining Department appearance standards; be reliable and courteous at all times to visitors, volunteers, and staff.		
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	
40%	PUBLIC PROGRAMS & MUSEUMS/VISITOR CENTERS In close coordination with the Historic Interpreter II and the designated Leads, the Seasonal Interpretive Staff will assist with the operation of the Visitor Centers/Museums and outdoor exhibit areas using Roving interpretive techniques. Opens and closes the facility in accordance with set operating hours and procedures. Conducts tours of the facilities and grounds using interpretive methods. Promotes and facilitates park special events, programs, educational seminars and classes under supervision of the designated interpretive lead. Attends community outreach programs off and on site, field seminars, junior ranger programs, and other various interpretive programming. Promotes accessibility and inclusion in all park programs.	
35%	K-12 PROGRAMS	

	Assists in the set-up, execution, and cleanup of school group programs including in-person K-12 programs and Parks Online Resources for Teachers and Students (PORTS). Participates in all K-12 training programs. Promotes accessibility and inclusion in all park programs.
10%	INTERPRETIVE PROGRAM DEVELOPMENT Assists with developing, testing, and modelling of inclusive, equitable, and culturally relevant and responsive programming. Uses language and practices that address multiple perspectives and themes. Provides opportunities for civic dialogue and community engagement, particularly to diverse and underrepresented communities. Assists with training staff, volunteers, and interns in interpretive methods and techniques; assists in the planning and development of material for interpretive exhibits and programs in multiple mediums and delivery methods. Assists with promoting the park's monthly and annual interpretive calendar of programs under supervision of the designated interpretive lead.
10%	GENERAL ADMINISTRATION & HOUSEKEEPING Attends District, Sector, and Administrative Services staff meetings as directed. Maintains an effective professional dialogue and exchange with the visiting public, sector, and district staff. Provides effective, courteous, and professional public information through all forms of communication. Assists with housekeeping of the interpretive offices of the Robinson Rose Visitor Center, Visitor Centers/Museums, and outdoor exhibit areas, and generally keeping workspace clean within all state buildings. Assists with the regularly scheduled sanitation of the interpretive offices of the Robinson Rose Visitor Center, Visitor Centers/Museums, and outdoor exhibit areas.
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	
Occasional computer use in an office setting interspersed with long periods of walking and standing. May work in indoor or outdoor setting and encounter various types of temperature and weather situations including rain, wind, heat, and cold.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
This position requires a valid Class C driver's license. The uniform for this position includes clothing appropriate to the period 1821-1862. 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 this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.	

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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