



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Park Aide (Seasonal)	549-954-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire District	Interpretive Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Jacinto Sector	Mount San Jacinto State Park Visitor Center	
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 Interpretive Park Aide will assist the State Park Interpreter I at Mount San Jacinto State Park with efficient operation of the park's Visitor Center operations. This includes but is not limited to assisting with planning, coordination, and scheduling of educational and public programming, opening, closing, and maintaining of the visitor center and associated museum collections, assisting with volunteer coordination, performing public outreach both in the park and in the community, producing interpretive correspondence and reports, and maintaining interpretive and visitor services records for the park. The reporting location for this position is the Mt San Jacinto State Park Visitor Center at the Mountain Station of the park and occasionally the Idyllwild campground in Idyllwild, CA.		
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% Facility Operations	Assists with the efficient operation of the Mt. San Jacinto SP Visitor Center. Assists with opening and closing the facility in accordance with set operating hours. Performs housekeeping and minor maintenance duties in the Visitor Center as needed. Helps create and establish effective partnerships and outreach programs at local schools. Assist interpretive staff to promote and coordinate special events, programs, educational seminars, and classes. Assists with scheduling of interpretive programs. Assists with volunteer coordination and scheduling.	
30% Interpretation and Education	Assists in planning, development, coordination, and presentation of Interpretive programs to public and school groups. Includes conducting tours, interpretive park programs, community outreach programs off and on site, field seminars, campfire/junior ranger programs, hikes, wayside panels, and museum exhibits. Assists with developing, planning, and providing interpretive training for staff and volunteers. Assists with planning the annual calendar of interpretive programs and scheduling volunteers for programs. Assists with planning, developing, researching, and producing environmental educational materials for teachers and the public. Assists with compiling interpretive and volunteer reports and statistics.	
25% Volunteer Management	Assists with coordination of volunteer management functions related to interpretive and visitor center programming at Mt San Jacinto SP. Assists with volunteer recruitment and training, scheduling volunteers, and evaluating volunteer performance. Work in	

	conjunction with staff at Mt San Jacinto SP to benefit park users. Assist in coordination of volunteer recognition events and awards.	
10% Administration	Attend district, sector, and park staff meetings as directed. Preparation of monthly time sheets, and review duty statement annually with supervisor. Maintains a professional dialogue and exchange with the visiting public, sector staff, district, department divisions, offices, and individuals consistent with established chain of command. Provide effective, courteous, and professional public information through all forms of communication. Keeps lead and supervisory personnel informed of all interpretive and volunteer programming, scheduling, evaluations and other interpretive matters and issues as they relate to the duties of the position.	
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		
The Interpretive Park Aide reports to the Mt San Jacinto SP Visitor Center located at the top of the Palm Springs Aerial Tramway and may also report to the Idyllwild campground nearby as needed. Incumbent must be willing to work weekends and holidays. Incumbent required to work outdoors as well as indoors and have the ability to provide regular walking routes throughout the park. Ability to conduct regular easy/moderate walking tours. Wearing of the State Parks uniform provided by the incumbent is required. Excellent communication, public speaking, and teaching skills.		
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 with a good driving record 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.		
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