



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	Park Aide (Seasonal)	549-912-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Barbara Sector	Refugio State Beach	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor
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 supervision of the State Park Peace Officer, the Park Aide (Seasonal Employee) is responsible for the day-to-day Visitor Services operations at parks located within the Santa Barbara Sector. The park units for the Santa Barbara Sector include Refugio State Beach, Gaviota State Beach and El Capitan State Beach. These locations include campground and day use operation, resource management, interpretation, and entrance station operation. The Park Aide is responsible for maintaining the daily operation of the entrance station, collecting fees, assisting with educational programs and providing information to park visitors. The Park Aide may receive work assignments and guidance from State Parks Peace Officers and Senior Park Aides.		
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%	<u>KIOSK OPERATIONS</u> Maintain the daily operation of the entrance station kiosk operations, opens and closes for daily operations, greet visitors, collects fees, process transactions, make correct change, completes end of the day accounting, prepares bank deposit, raise and lowers flags daily, register campers, keeps track of reservations daily, maintains accurate and up to date records of campground occupancy, sells department passes, distribute park maps, keeps work area and surrounding area clean, and clear of debris and litter.	
25%	<u>VISITOR SERVICES</u> Answers questions on rules, regulations, and facilities for the public, gives direction to popular locations and surrounding area, promotes positive work relationships with park volunteers, and the public, reports all problems to appropriate staff.	
20%	<u>ADMINISTRATION</u> Operates the R2S2 point-of-sale computer system, accurately counts fees collected, completes 156 accounting reports, and performs daily attendance tracking.	
10%	<u>INTERPRETATION/HOUSEKEEPING</u> Assists Park visitors with communicating interpretive knowledge and provides the public with general information including but not limited to historical significance, relevance, and importance of preserving natural resources. Assists to communicate interpretive knowledge and provides the public with general information, directions, locations of trails and points of interest.	

	Performs housekeeping duties such as vacuuming, sweeping, and dusting. Housekeeping involves ensuring the kiosk environment is kept clean, organized and professional at all times.	
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		
Park Aides (Seasonal) typically work outdoors or inside a kiosk/entrance station. These conditions are subject to changing weather conditions including sun, rain, wind etc. These locations are situated near passing traffic and vehicles that stop and idle for a period of time. Park Aides work weekends, holidays and special events on a regular basis. Park Aides may work odd or irregular hours ranging from 7 am to 10 pm.		
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. Uniform required per the department's uniform handbook, (not supplied).		
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