



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Park Aide (Seasonal)	549-732-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Visitor Center Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Calaveras	Calaveras Big Trees State 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		
The Park Aide position is an entry level position that performs front line park operation work at Calaveras Big Trees Park. Under the direction of the State Park Interpreter III, the Park Aide will be responsible for assisting with the operation of the visitor programs at Calaveras Big Trees SP. The Park Aide performs front line park operation work including answering questions and providing information to the public, assisting interpretive staff with educational and interpretive programs, working in the visitor center, helping keep interpretive facilities clean and organized, and completing assigned projects.		
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%	VISITOR CENTER Answers questions of the visiting public, gives directions, and provides recommendations on being safe in the park. Provides accurate information to the public concerning the California State Park System, policies, laws, interpretation, directions, and the role of State Parks in park preservation. Assists visitors with lost and found. Rotates between staffing the information cart outside, information desk inside, and museum with volunteers and other staff.	
35%	INTERPETIVE SUPPORT Assists with interpretive and educational programs within the park, such as campfire programs, guided walks, junior ranger programs, etc. Roves trails with information, interpretive props, and radio. Helps organize supplies and equipment. Completes interpretive projects as assigned.	
10%	PARK FACILITIES Keeps State Park facilities and equipment clean and orderly. Completes cleaning projects as assigned. Shovels snow in the winter.	
10%	ADMINISTRATION Assists park staff in completion of administrative duties and projects as directed by lead/supervisor. Administrative duties may include, but are not limited to, visitor attendance, creating and posting fliers for the park programs, and other duties as assigned.	
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		
Working indoors and outdoors year-round in various levels of weather. Weekend and holiday work required. Ability to stand for long periods of time. Must have a good public speaking voice. Ability to use computer software. Wear an approved uniform.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
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