



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Senior Park Aide (Seasonal)	549-670-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Service Driven	California State Railroad Museum	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff Park and Recreation Specialist
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 Staff Park and Recreation Specialist, the Senior Park Aide will assist the District Special Event Program Lead with indoor and outdoor event preparation including the set up/ tear down, cleanup of events, help maintain event rental inventory and will provide general help/support to public special event visitors at multiple sites within the Capital District. The Senior Park Aide will work closely with District maintenance personnel, various special event vendors, and a team of highly skilled museum collections staff and interpretive/guide staff when needed. The Senior Park Aide will greet visitors during events and keep special event venues clean. The Senior Park Aide will work on a temporary or seasonal basis, up to but no more than 1500 hours in a calendar year. This position will be scheduled between 3-4 days a week, which will include weekends and holidays. The reporting location for this position is the California State Railroad Museum at 125 "I" Street, Sacramento.		
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	
25%	<u>EVENT COORDINATION</u> The Senior Park Aide will assist the District Services team with event preparation/set up, tear down, and maintaining event inventory (audio visual equipment, tables, chairs, stanchions, signage, preparing table settings, tracking event rental items). Organize event storage areas at Leland Stanford SHP and the Railroad Museum, as well as for various assigned special projects related to the events program. Greet vendors and point them to their setup areas. Supervise vendor setup of decorations, tables, and equipment.	
20%	<u>DISTRICT SERVICES SUPPORT</u> Help educate special event vendors and catering staff on the museum's policies that are used for events and alert supervisors if something needs to be addressed in regard to risks to resources or general public safety. Maintain a professional attitude and appearance when performing public contact work.	
20%	<u>VISITOR SERVICES</u> Provide exceptional customer service to all visitors. Perform opening and closing procedures; unlocking building, un-coding buildings, making sure A/V equipment is on/ready for use, and coding buildings and locking up at shift location.	
20%	<u>LEADERSHIP</u>	

	Train Park Aides and other seasonal staff members on museum policies and leads them to perform excellent public contact work. Assigns seasonal staff event preparation, set up, and tear down tasks. Teaches seasonal staff to safely and efficiently transport event inventory and audiovisual equipment.	
10%	<u>ADMINISTRATION</u> Under direction of District Services Manager, help track special event attendance and expenditures. Monitors outlook calendars for upcoming events.	
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		
Ability to bend, stoop, lift, sit, and stand for long periods of time and walk distances on uneven surfaces. Lift up to 25 lbs.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.		
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