



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	State Park Interpreter I (Limited Term)	549-915-2826-915
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles District/Interpretation and Education	Fire and Climate Resiliency Interpreter (LT)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Topanga 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		
Under the direction and supervision of the State Park Interpreter III, and working with the State Park Interpreter II, the State Park Interpreter I will work with a team on internal recovery coordination by connecting DPR resources to locally led recovery efforts in the restoration of State Parks in an effort to promote the resilience and overall recovery efforts. The primary focus of this position will be to collaboratively development and implement programming for the public, educational institutions, and coordinating short- and long-term volunteer opportunities that relate to wildland fire ecology, climate resiliency, and cultivating community understanding of fire recovery and mitigation. Work with an interdisciplinary team to support the district's post-fire efforts and create strategies on the role of interpretation when events relating to climate impacts occur. The incumbent core work will include assist in planning, developing, and researching portions of large interpretive projects relating to the District's efforts in recovering from fires and mitigating impacts from climate change. The development of materials for interpretive exhibits and displays as well as digital media. Expanding existing volunteer programs as well as identifying new opportunities that support recovery. In addition will build on partnerships and community connections through connection and outreach efforts. This position is a 12-month limited-term position that may be extended and/or become permanent. The reporting location for this position is the Topanga Welcome Corner located in Topanga State Park, but will be required to work at other park units through out the district and will require driving in personal vehicle.		
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	
35%	Fire and Climate Resiliency Interpretation: Conducts independent research and presents programs, lectures, multi-media shows, structured and impromptu talks, and various other programs, both orally and/or in writing, that focus on wildland fire recovery and climate resiliency. Works with interdisciplinary team to translate complex topics related to climate change, natural resource protection, flora and fauna of the local area, and fire ecology into comprehensive public programming. Supports the management of websites and social media as well as multimedia tools that reach wider audiences. Conducts presentations, workshops and listening	

	sessions with community members to relay messaging and gather public comments. Provides information relating to climate and fire recovery efforts and park's strategies to reduce impact from climate related disasters to the public. Designs and tailors volunteer opportunities through short-term and long-term projects, through marketing, administrative support, providing trainings, and supporting other volunteer coordinators. Works in a team environment, locally and across the park system to improve services to the public. Supports the development and design of climate and fire messaging for both a mobile contact station and a nature center. Work collaboratively within a team environment for cross-divisional coordination, unified messaging, internal communication, and quality control.
25%	Education and Outreach: Develops and presents formally and informally to audiences through a learner-centered experience using interpretive skills, techniques, and tools delivered in-person and through interpretive media and technology. Conducts and compiles research on a variety of topics and synthesizes knowledge gained from research to develop interpretive experiences, while acknowledging the potential impact of the interpreter's bias, that are clearly consistent with the strategic goals and objectives of park interpretation. Uses a variety of well-established interpretive techniques based on audience, medium, resource, and setting to guide interactive experiences and provide opportunities for in-person and virtual connections. Engages the public through presenting a series of formal structured programs (e.g., walks, talks, tours, presentations, demonstrations, events, and virtual interactions) and informal contacts/conversations with the public and K-12 students. Facilitates opportunities for audiences to understand significance and personal relevance through intellectual and emotional connections to resource meanings and their current context. Uses informal and formal contacts with the public and K-12 students to learn about audiences and their knowledge and interest in park resources, themes, and related topics. Develops high-quality, thematic presentations that relate to academic standards for K-12 education students in connection to climate and fire ecology. Coordinates with district interpretive staff in the delivery of live, interactive online programs via distance learning tools and platforms for individual classrooms as well as broadcast-style presentations for larger audiences and the online public. Enhances interpretive opportunities through the creation of online interpretive resources. Applies feedback from the audience and/or peers and leads to modify individual program delivery and content. Suggests new topics, revisions, and other changes to specific interpretive programs. Work with internal and external customers to assess, address, and resolve recurring visitor concerns in accordance with established procedures.
25%	Visitor Services and Facility Operations: Coordinates the operation of a mobile contact station and a Nature Center. Develops daily work schedules for longer-term volunteers and interns with guidance from supervisor. Engages in and monitor visitor services provided by seasonal employees, provides feedback to supervisor to use in coaching. Ensure that visitor information materials are in supply and reviews information for accuracy. Regularly conducts assessments regarding the physical and operational condition of visitor facility assets and report damage and/or malfunctions. Make suggestions for improvements to visitor services. Respond to electronic, telephone, or written inquiries from the public. Orients, educates, and informs visitors regarding access and opportunities to participate in and contribute to memorable experiences. Roves areas and educates park visitors on regulations and provide information and advice on park activities and cultural, historical, and/or natural resources, identifies and reports resource and/or visitor compliance problems.
10%	Statistical Reporting and Analysis: Receives training from specialists, and/or supervisor regarding short-term interpretive planning. Track and report on visitor use statistics in systems and tracking tools. Reviews visitors use patterns and their effect on the park area and suggest changes in operation or facilities. Complies with existing safety policies and procedures such as job hazard analyses. Report all accidents/injuries/near-misses within appropriate time frames.
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	

Will work in an office environment and in the field under various weather situations using a variety of digital tools. Most working locations include trails, stairs, and uneven surfaces. Sites include historic buildings that may have uneven surfaces and steps. Work schedule will primarily be Wednesday through Sunday. Driving to different locations in personal vehicle is required, fuel will be reimbursed. Travel to all district park units is required and statewide travel may be required for training or special assignments. Nights, holidays, and weekend work may be necessary. Daily and frequent use of computers and a variety of office software applications at workstation. This is a uniformed position, and the employee will be required to wear the designated attire.

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.

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