



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Division	Senior Park Aide (Seasonal)	549-952-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Senior Park Aide - Interpretation	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Cascade Sector	Shasta State Historic 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 of the State Park Interpreter III, the Senior Park Aide has primary responsibility for the following duties greets visitors, answers questions regarding the history and places to visit at the park, provides orientation and tours for school groups, collects fees, and sells gift shop items. Works on special projects such as data entry of museum collection information, filing, clerical tasks, and volunteer management. Provides tours of museums and other park features. Opens and closes the Courthouse Museum, Litsch Store, Barn, Leo Park Store. Provides support at Weaverville Joss House State Historic Park. Arms and disarms the alarm system. Provides information to the public about the park, compiles statistical data as directed. The reporting location for this position is Shasta State Historic Park.		
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%	Visitor Services The Senior Park Aide supports the daily operation of the park museums and day use areas. Prepares accounting, attendance, and volunteer reports; checks park facilities and reports problems; handles minor visitor complaints; explains park policies and regulations to the visiting public; answers routine questions from the public; coordinates occasional housekeeping activities; may give instruction in the safe and proper use of housekeeping supplies; trains other seasonal employees; inspects completed work for quality control and conformance to established standards; performs merchandise sales; provides excellent customer service. Coordinates with supervisor and State Park Peace Officers and State Park Interpreter I to support visitor services.	
30%	Unit Operation Opens and closes the Courthouse Museum, Litsch Store, Barn, Leo Store, arms and disarms the alarm system. Provides support to Weaverville Joss House State Historic Park as needed. Provides the public with information about the park and compiles statistical data as directed. Keeps the museum and surrounding area clean, safe, and clear of debris and litter. Collects fees, completes end-of-day cash register accounting, and sells gift shop items. Oversees and assists lower-level seasonal staff in routine public contact. Works on projects such as updating visitor information, data entry of museum collection information, filing, clerical tasks, and volunteer management.	

25%	Interpretation Assists visitors by communicating interpretive knowledge and provides the public with general information including but not limited to historical significance, relevance, and importance of cultural and natural preservation. Provides tours of museum exhibits and other park features. Presents school programs and tours. Assists with developing and installing exhibits. Helps organize and present special events and promote them. This position may be called on to support special events at other units within the district.	
10%	Housekeeping and Maintenance Under direction, performs routine museum maintenance. Performs housekeeping duties such as vacuuming, sweeping, and dusting, housekeeping involves ensuring the museum environment is kept clean, organized, and professional. Assists with artifact maintenance and housekeeping. Assists staff as directed with artifact inventory, cataloging, and record keeping.	
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		
Climb stairs/inclines, walk or traverse even & uneven terrain for extended/prolonged periods of time, walk on variable surfaces, stand or sit for prolonged periods of time, lead groups, public speaking, work in full range of environmental conditions, listen effectively and follow instructions, perceive hazards to the public, structures and exhibits; ensure safety, advise the public about the rules and regulations of the California State Parks, comply with Department policy, and demonstrate adaptability, and effectively communicate.		
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.		
Purchase and wearing of a State Park uniform is required, and employees must adhere to State Park grooming standards.		
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