



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Channel Coast	Senior Park Aide (Seasonal)	549-913-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Channel Coast District /Ventura	Visitor Services Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ventura Sector	San Buenaventura 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		
The reporting location for this position are the entrance kiosks at Channel Coast District-Ventura Sector State Parks. This is including but not limited to: San Buenaventura State Beach-Main Day Use Lot, San Buenaventura-Pier Day Use Lot, Emma Wood State Beach-North Beach Campground, Emma Wood State Beach-Group Camp or McGrath State Beach, but may also work at other sector units based upon operational needs. This position will work under the supervision of the State Park Peace Officer Supervisor (Ranger) and the lead of the designated Senior Park Aide. This is an entry-level, seasonal Visitor Services position(s) at Ventura Sector, and is a highly visible public contact position. Duties include overseeing the Park Aide program, including greeting and providing accurate information to visitors and staff, fee collection and sales, maintains accountable documents, assists with organizing supplies, light facility maintenance and housekeeping. Applicant must have a positive attitude, willingness to learn, and the ability do basic accounting for collected fees. Additionally, applicants must have the ability to follow directions, learn work procedures and park rules, and interact positively with the public. Seasonal Park Aides may work weekends, holidays, and special events on a regular basis.		
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	
50%	PUBLIC CONTACT Registering park users by : applying proper rates to campsites, day use, group camp, bicyclists and hikers camp, busses, off-season passes, annual day-use permits, fee exceptions, using proper procedure for registering computerized reservations; issuing refunds and receiving cancellations; being aware of camp occupancy and site status; and advising public of campground limitations. Assisting Park users by; giving accurate directions to location of park facilities, stores, tourist attractions, alternate campgrounds, etc.; receiving initial information for formal reports of crimes, damage to property, injuries, missing persons, etc.; relaying messages to and from visitors needing assistance by radio and telephone; maintaining lost and found services; and implementing park emergency procedures. Ability to account for monetary transactions by: correctly handling money, making change, etc.; preparing accountability worksheet for each shift worked; demonstrating this ability by having a minimum of monetary discrepancies. Will be required to drive state vehicles. In times of emergency or urgency, assists in other functions within the District.	

25%	ADMINISTRATION LEAD Rover duties as assigned – Break staff, monitor campground, work with Park Aide coordinator to update the park aide and kiosk manuals. Assist with Park Aide training. Schedule Park Aide staff. Enter Reserve America early outs and no shows into the computer. Enter ROC collection into computer. Enter Attendance into computer. Inventory supplies and stock as needed at entrance station. Order supplies for office and entrance station. Update reading files at Kiosk. Make entries in Green Book as needed. Work with S & E coordinator on Lost and Found.
10%	FACILITY MAINTENANCE AND HOUSEKEEPING Maintains visitor services buildings and equipment in a clean and orderly manner. Performs maintenance tasks related to park operations as needed. Accounts for supplies. Participates in litter pick up. Cleans signs when needed. Updates lead about broken or outdated equipment or facility issues. Assists in landscape and trail maintenance to reduce public safety problems, reduce erosion control, reduce fire hazards and enhance and control access to existing trails. May assist in vegetation and wildlife management. May use power tools under direction.
10%	INTERPRETATION Interprets Park rules, regulations, orders and district policies. May become involved in special interpretive programming, (i.e. Junior Rangers, Campfire programs) May operate a State Park Visitor Center. Answer interpretive questions the public may have.
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	
<u>Work Environment:</u> Work outdoors in various types of weather or work in unpleasant conditions. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. Work near fast moving traffic. May work inside an office.	
<u>Physical Abilities:</u> Ability to perform manual labor (e.g. lifting, carrying, loading). Requires repetitive movement of heavy objects. Stand for long periods of time (up to 2 hours) to perform the duties associated with the job.	
<u>Cognitive Abilities:</u> Read, write and speak in a clear and concise manner. Develop practical solutions to problems to make sound decisions. Performing basic mathematical computations associate with assigned duties. Make sound decisions given available information and situational parameters. Skill to utilize measurements (e.g., tsp, tbs, quart) to measure, mix and apply various chemical solutions.	
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. This is a uniformed position that requires designated DPR uniforms	

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