



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	State Park Interpreter I (PI)	549-686-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	State Park Interpreter I (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Alpine-Mono Sector	Bodie 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		
The State Park Interpreter I is assigned to Bodie State Historic Park (SHP) and works under the direction of the Interpreter III. This position plans, develops, coordinates, implements, promotes, and evaluates interpretive and educational programs, projects, and activities, and may contribute to interpretive programming throughout the sector. The position collaborates with Alpine Mono sector staff, including the Supervising Ranger, Rangers, Park Maintenance staff, museum and administrative staff, seasonal employees, and volunteers, and works with district interpretive staff and cooperating associations.		
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%	INTERPRETATION Plans, coordinates, and conducts interpretive programs and special events; assists with large interpretive projects and takes lead on smaller interpretive projects. Develops and updates brochures and outreach materials. Provides formal and informal interpretation. Assists with planning and development of interpretive signs and kiosks. Coordinates and leads school field trips and group visits. Develops and delivers remote and virtual interpretive programs (e.g., PORTS), including live and recorded distance-learning presentations. Trains, coordinates, and evaluates staff and volunteers in interpretive methods and program delivery. Produces interpretive content and weather/safety updates for social media and websites. Assists with Sector and District interpretive programs as assigned.	
25%	ADMINISTRATION Maintains monthly tour attendance and visitation reports in CICADA. Assists with museum and Bodie Foundation bookstore coordination (e.g., collects tour and visitation data, compiles guest book entries, assists with review of new bookstore items). Responds to visitor inquiries regarding park rules and regulations, including via social media. Maintains unit history records. Implements and utilizes program software (e.g., Better Impact, Acuity, Canva, and interpretive resource databases) Works in partnership with the Bodie Foundation and other cooperating associations.	
15%	VOLUNTEER COORDINATION Recruits, trains, schedules, coordinates, and evaluates volunteers supporting interpretive programs, visitor services, special events, and other park operations. Develops and maintains	

	volunteer assignments, schedules, training materials, and program expectations. Provides ongoing guidance and feedback to volunteers and ensures compliance with park policies, safety procedures, and interpretive standards. Collects, analyzes, and reports volunteer program activity data to support program evaluation and annual reporting.	
10%	RESOURCE PROTECTION/SAFETY Monitors visitor activities and explains park rules, regulations, closures, and safety conditions. Notifies rangers of violations and assists with emergency response when unavailable, including initiating 911 calls and directing responders. Ensures visitors remain out of closed or hazardous areas and away from sensitive historic artifacts and structures. Coordinates with the Museum Curator II to protect artifacts and trains permanent, seasonal, and volunteer staff in their proper handling and use for interpretive programs.	
5%	MAINTENANCE Identifies and reports safety hazards and maintenance needs, including trash removal and restroom servicing. Assists maintenance staff with interpretive projects. Maintains and cleans interpretive displays, tour routes, and office spaces.	
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		
Work is performed in office and outdoor settings. Office duties require use of a computer, mouse, and keyboard. Field work occurs at high elevations (typically above 6,000 feet, up to 9,000 feet) with exposure to variable and extreme weather, including heat above 100°F, freezing temperatures, snow, ice, wind, and rain. Duties include walking on uneven terrain, navigating moderate trails, and operating vehicles in inclement weather. Work schedules may include weekends, evenings, holidays, and irregular hours. Regular interaction with staff, volunteers, partners, and the public is required. Exposure to wildlife, insects, and plant allergens common to the Eastern Sierra Nevada region is expected.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a State vehicle in accomplishing the following tasks may be required. This position requires a valid Driver's License.		
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