



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)	
Coastal Field	Environmental Scientist (Limited Term)	549-915-0762-915	
DISTRICT/HQ SECTION	WORKING TITLE	CBID	
Angeles	Natural Resources Volunteer Coordinator	R10	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT	
Districtwide	Malibu Creek State Park		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR	
☐ Housing is required ☐ Housing may be required		Senior Environmental Scientist-Supervisor	
☒ Housing is not available			
SENSITIVE POSITION DESIGNATION: (Check if applicable)			
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961			
POSITION DESCRIPTION			
Under close supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist serves as the coordinator for the Angeles District Natural Resources Volunteer Program. The incumbent plans organizes, and oversees volunteer projects focused on habitat restoration, invasive plant removal, and community stewardship. This position provides technical guidance to ensure ecological goals and safety standards are met, while also building partnerships with community groups, schools, and nonprofits. The position is responsible for volunteer program reporting and contributes to the success of SMMC-funded wildfire recovery initiatives. This is a limited term position for 12 months and may be extended an additional 12 months or become permanent.			
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%	Resources Program Coordinating: Coordinates with District staff and partner organizations volunteer-based restoration projects including native plantings, invasive species removal, habitat restoration, and defensible space clearance. Identifies sites that meet volunteer work criteria such as work that needs to be done, minimal opportunity for negative resource impact, ease of public access, identify which weeds will be pulled and any opportunities for restoration with native plants, communicate with other programs that might interface with the event. Schedules events, locations and leads volunteer workdays, including weekend events, ensuring safety, compliance with resource protection standards, and alignment with District priorities. Prepares activities to ensure compliance with departmental requirements and environmental permits (CEQA, Coastal Development, CDFW, RWQCB, etc.)		
30%	Volunteer Recruitment, Training, and Management: Recruits and engages community volunteers and partner groups in stewardship activities. Provides training on safe work practices, restoration techniques, defensible space standards, and environmental sensitivity. Leads volunteers in the field, maintaining a safe and productive work		

	environment. Builds and sustains partnerships with local schools, nonprofit organizations, HOA's and community groups to expand volunteer capacity and foster long-term engagement. Leads and provides daily direction to seasonal support staff assigned to assist with volunteer events and restoration projects, ensuring work is completed safely, effectively, and in alignment with District priorities.
15%	Program Tracking, Reporting, and Outreach: Tracks volunteer data using the Department's Better Impact system, ensuring accurate entry of volunteer hours, event postings, and activity records. Prepares reports, summaries, and outreach materials to communicate program accomplishments to District leadership, partners, and the public. Coordinates with the Statewide Volunteers-In-Parks Program and provides input for statewide reporting. Develops outreach strategies to promote volunteer opportunities, including online postings, flyers, and community presentations, and attendance at tabling events to engage the public and recruit new volunteers.
10%	Administration: Follow all State, Departmental, and District administrative and operational regulations, procedures, and guidelines, including complying with timekeeping, reimbursement, contracting, purchasing, and accounting requirements. Responsible for various reporting, including input to Departmental program databases. Prepares reports, budgets correspondence, and other documents as required.
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 environment is an office/outdoor setting, using computers, telephone and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Must meet many deadlines within short time frames. Hand dexterity to use telephone, keyboard and calculators are common requirements. Move about, stand, reach, stoop or bend. Use fine motor skills for computer or office machine use. Lift minimum weight of 25 pounds. Use of hand cart to move supplies over 10 pounds of weight. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. May involve some exposure to aggressive visitors. Will work outdoors in unpredictable weather ranging from extreme heat to extreme cold. May be required to perform arduous field work in rugged, steep terrain. May encounter wild animals. Must be willing to work weekends, nights, and holidays as necessary. Travel maybe required to meetings, conferences, trainings, and on site project locations and may need to use personal vehicle if State Vehicles are not available.	
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