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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-664-1035-901
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Bay Area District	Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	**REPORTING LOCATIONS**	**INCUMBENT**
Bay Area District	Sonoma State Historic Park	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer Supervisor (Ranger)

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 Peace Officer Supervisor (SPPOS), performs various duties related to daily visitor operations and assists the Park's Interpreter with planning, organizing, and conducting Junior Ranger and Campfire programs; visitor operations; educational and school presentations in both classroom, park settings, online; and Formal tours in the summer, informal roving field interpretive and educational presentations using techniques, strategies and standards used within the department. The position will be required to operate audio and visual equipment and other technical and semi technical equipment; maintain tools and equipment in good working order. The Senior Park Aide may be required to operate various vehicles including but not limited to trucks, SUV's, and cars. This position reports to Sonoma State Historic Park at 20 E. Spain Street in Sonoma, CA, and may be assigned to work at Petaluma Adobe State Historic Park at 3325 Adobe Rd., in Petaluma, CA. This position may occasionally report to other parks in the district, as well, for special events, for example.

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
45%	Park Operations: Assist Park visitors with a friendly and positive attitude. Provide information about park rules and regulations in person or by phone. Address routine questions and minor complaints from visitors. Encourage participation in self-guided programs. Communicate effectively with other park staff and foster a positive working environment. Accurately track visitor statistics and interpretive program attendance. Prepare and manage audio-visual equipment for programs, including projectors, speakers, computers, and cameras. Collaborate with State Park Peace Officers to operate cash registers and handle accounting for park visits. Assist with equipment, and programs, ensuring a safe and professional workplace. Order and maintain interpretive supplies and equipment as directed. Help train new staff in the park's natural, cultural, and recreational, as well as interpretive programs like Jr. Rangers and campfire activities, etc. Adhere to Department Uniform Standards, Personal Grooming Standards, and performance standards.
30%	Educational Programming: Conduct activities for park visitors such as Junior Ranger, school tours, PORTS (Parks Online Resources for Teachers and Students), Environmental Learning Programs (ELP)/ Environmental Science Program (ESP) and Campfire programs. Provides oral and multimedia presentations in a

	group setting. Administers hands-on activities and craft projects for various programs and presentations. The position will demonstrate sufficient knowledge of the park's cultural and natural environment as used in our interpretation and educational planning and presentations. They will also be able to provide recreational information and presentations about neighboring park units.
10%	Informal Roving: Provides information; articulates the Natural, Cultural and Recreational resources within and around the park and district. Provides meaningful and accurate information to park visitors and leads walks and discussions. Answer questions and utilize physical informational items. This person will also help park visitors to understand the reason for specific laws and regulations in our parks and will help to answer general questions.
10%	Special Event Monitoring: Assist with monitoring special events and participating in outreach programs. Outreach activities may include Career Days, Tuesday Night Markets, and local fairs, where you will engage with the public about the park and upcoming programs. Special event monitoring involves opening and closing the park for permitted events and ensuring participants and permit holders comply with their permits. Events are scheduled in advance and may occur outside normal working hours.

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:
Primarily, Indoor museum and office settings, with limited outdoor work in the parks; may get to participate in local community and outreach events. At times, duties involve working in inclement weather and extreme conditions (sun, wind, rain). Daily and frequent use of computers and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Standing for long lengths of time during programming and outreach. While it is extremely rare, the position may involve some exposure to verbally aggressive park visitors.

Physical Abilities:
Move about, stand, reach, stoop, or bend. Use fine motor skills for computer or office machine use. Hear, see, read, write, and speak in a clear and concise manner. Lift supply boxes up to 20 lbs. and move heavier supplies using a hand cart. Common eye, hand and finger dexterity is required for most essential functions. Requires prolonged sitting, standing, and walking on uneven and slippery surfaces. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. Requires both near and far vision

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