



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-656-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Bay Area District	Visitor Services Sr. Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Francisco	Angel Island State Park	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Peace Officer Supervisor
POSITION DESCRIPTION		
<p>The Senior Park Aide (Visitor Center) is a seasonal position at Angel Island State Park. The Senior Park Aide works under the supervision of the Supervising State Park Peace Officer (Ranger or Lifeguard) and receives job direction from the on-duty State Park Peace Officer (Ranger or Lifeguard) or State Park Interpreter who is acting as site lead. The reporting location is the Visitor Center at Angel Island State Park in the San Francisco Bay Sector.</p> <p>Duties include operating motor vehicles and functioning as a deck hand on State-owned vessels.</p> <p>This position is subject to random drug screening as required by the US Coast Guard.</p>		
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	
25%	SPECIAL EVENT COORDINATION With direction from supervisor, will receive inquiries for special events at Angel Island State Park via telephone and email, and will respond promptly to gather more information. Will use computer to input information on a spreadsheet of events with notes and add special events to shared calendar. Will assist supervisor with promoting special event venues on the island. Will assist with organizing paperwork and payments for submission to Office Technician. Will use email and telephone to communicate with applicants, vendors, and staff. Will communicate with supervisor and lead staff regarding special event permits and applications via email, telephone and in-person meetings, and will lead park aide staff to assist as needed. Will direct park aides to assist with preparation of venues for special events.	
20%	SERVICE PROJECT AND VOLUNTEER COORDINATION Will assist with coordinating various service projects on the island by communicating with prospective volunteers by email and telephone. Will work with long-term and short-term volunteers to assist with application, documentation, training, and coordinating schedules. Will assist supervisor with communication regarding service projects to staff and prospective volunteers. Will lead volunteers in service project implementation.	
15%	FILING, ORGANIZATION Will assist supervisor with organizing paperwork and filing documents. Will assist with purging old documents that are no longer needed. Will lead park aides in organizing the Visitor Center, processing lost and found, and organizing and destroying old documents.	
15%	ADMINISTRATIVE Will assist supervisor with documentation, email response, telephone messages, record keeping, handling minor visitor complaints, training park aides and volunteers, and other administrative tasks.	



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10%	HOUSEKEEPING/MAINTENANCE Will maintain clean workspaces in office. Will assist with cleaning the Visitor Center, including the restroom, and other buildings as needed. Will lead park aides in cleaning the kiosk and Visitor Center and perform inspections of facilities to ensure cleanliness.	
5%	BOAT AND VEHICLE OPERATION Assists with Angel Island boat operations when needed as a deck hand and assumes responsibility for assisting with safety of all state vessels and passengers. May operate state vessels with approved training. May drive state vehicles as needed for job-related functions.	
5%	PUBLIC CONTACT AT VISITOR CENTER Answers questions from park visitors, provides directions and information, promotes the Junior Ranger Program and assists park visitors.	
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 will be performed both outside in the park in all types of weather conditions and indoors in an office environment at a computer workstation.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
This position is subject to pre-employment and random drug screening as required by the US Coast Guard for deck handling. Work will include some weekends and nights. Possession of a valid CA Driver's License is required. Must be willing to work year-round, approximately 30 hrs per week.		
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
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