



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	State Park Interpreter I	549-937-2826-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Diego Coast District	State Park Interpreter I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
North Sector	Torrey Pines State Natural Reserve	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Interpreter III
POSITION DESCRIPTION		
Under the direction of the San Diego Coast District Interpreter III, this position is responsible for the planning, researching and development of interpretive projects for Torrey Pines State Natural Preserve. The incumbent will plan seasonal park events and K-12 programs, report and maintain interpretive statistics, train staff and volunteers in interpretive methods and techniques; and execute programs including school programs, tours, and public programs. This position will also help with daily park operations and be an active member of the district-wide interpretive team. The reporting location for this position is Torrey Pines State Natural Reserve.		
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	
30%	INTERPRETATION Promote high quality educational experiences for all visitors by researching, developing, and conducting interpretive programs for public audiences. Develop and execute high-quality, thematic interpretive programs aligned to academic standards for both in-person program and PORTS. Develop and present public programs, conduct roving interpretation and outreach programs, and coordinate interpretive events. Maintains an up-to-date interpretive program schedule for both school programs and public programs. Provides support for seasonal interpretive staff at Torrey Pines SNR and Beach.	
20%	PLANNING Plans and develops seasonal park events and programs. Assist in the planning and writing of new interpretive publications and curriculum, as well as assisting with the development of new exhibits and other interpretive media under the direction of the State Park Interpreter III.	
15%	ADMINISTRATION This position is responsible for compiling data and preparing reports that include volunteer hours, daily attendance, monthly interpretive statistics, as well as other interpretive-related reports. Assist with Visitor Center interpretive activities. Ensure program schedules are up to date; including ensuring the park's public website is up to date for all interpretive related programs. Communicate with teachers, visitors, and other stakeholders looking to book interpretive experiences at the park.	
15%	VOLUNTEER COORDINATION Responsible for coordinating, recruiting, training, scheduling, monitoring, evaluating, recognizing, and retaining volunteers who serve as docents and perform other interpretive services at Torrey Pines State Natural Reserve. The position communicates with staff such as Rangers, Park Aides, Park Interpretive Specialists, and other seasonal employees to pass on information regarding the volunteer program.	
5%	TRAINING Assists with training other interpretive staff including Park Interpretive Specialists, Park Aides, and volunteers. Participate in training as necessary to successfully maintain department standards.	



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5%	SAFETY Inspect the Park prior to opening or starting of an event and will report hazards, maintenance needs, and safety repairs as needed immediately to a supervisor. Continually monitor to ensure a safe environment for visitors.	
5%	HOUSEKEEPING Keeps interpretive areas and shared communal areas clean, neat, and organized for shared use. Maintains a clean workspace.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Performs other job-related duties as necessary for operational continuity.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as 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