



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Park Interpretive Specialist (Seasonal)	549-741-1019-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Luis Obispo Coast District	Coastal Ambassador	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hearst San Simeon State Park	W.R. Hearst Memorial Beach	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under the lead of the State Park Interpreter II, the incumbent is responsible for researching and presenting interpretive walks and kayak tours concerning the natural and cultural history of San Luis Obispo Coast District, with an emphasis on the northern elephant seal and San Simeon Bay. Reporting location is the Interpretive Office at William R. Hearst Memorial Beach. The incumbent may be asked to report to additional locations based on the program calendar. 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.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>Interpretation Create and present guided educational walks and kayak tours at interpretive stations in William R. Hearst Memorial Beach and the Piedras Blancas Northern Elephant Seal Rookery. Meet and greet the public while maintaining a positive customer service approach. Using the approved and authorized systems and methods, following standards, policies and practices set by the Department and District; provide interpretive information in a variety of formats, including in-person and virtual presentations, reports, or informational handouts. Disseminate information about the rules and regulations to park visitors. Gather and share information including studies in natural and human history, historical features, sites, or structures to provide general scientific, historic, and park information. Prepare material for social media #WinterWildlifeWonders campaign to promote safe wildlife viewing. Explain rules and regulations to visitors for the purpose of protecting and preserving natural, historic, and cultural features, sites, or structures. Maintain a collaborative environment with volunteers and park partners. Interpret ocean kayak safety and assist visitors with kayak tour launch.</p>	
30%	<p>Administration and Analysis Prepare accurate and timely records of daily interpretive activities and statistics using 1.2.3 app. Create and maintain interpretive calendar for Hearst San Simeon State Park. Submit weekly progress reports to program lead. Communicate with direct lead on a daily basis or as needed. Effectively communicate with other park personnel. Problem solves at the lowest level and know when to communicate to lead.</p>	
20%	<p>Equipment and Facilities Utilize software such as 1.2.3 Survey, Outlook, Excel, Google Docs, and Google Sheets to document interpretive projects. Operate spotting scope, binoculars, and assigned equipment. Maintain a clean work environment with regular sweeping and light cleaning.</p>	



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	Keep state vehicles clean after use. Keep interpretive collection neat and organized. Operate motor vehicle to attend various sites in the district. Operate mobile devices used for virtual school tours and social media. Inspect equipment before and after shift using the equipment checklist. Prepare kayaks at beginning of shift, making sure you have all the required equipment and that it is secured. Clean equipment and store it properly.	
5%	Cash Handling	Collect fees using R2S2 software, make change, and process end of day paperwork.
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		
Leading guided walks among large marine mammals in open wildlife areas from January to March. Varying times of the day including weekends, mornings, and holidays. Work environment may have exposure to unusual elements, such as extreme temperatures, conditions, hours, elevations, dirt, dust, fumes, unpleasant odors, fog, UV exposure, average water temperature 55 degrees Fahrenheit, changing ocean conditions and/or loud noises. Work in a range of changeable coastal conditions. Lead ocean-based kayak tours in San Simeon Bay during spring break and the summer season. Walking or hiking into remote areas of parks with a wide range of terrain. May be exposed to extreme weather. Ability to lift up to 50lbs.		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class "C" Driver's License is required. Uniformed Position Completion of CPR/First Aid training upon hiring Prequalification to pass swim and kayak swamp test.		
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



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