

Mt. Tamalpais State Park Visitor Services Park Aide Duty Statement

The Visitor Services Park Aide (Seasonal) is assigned to Mt. Tamalpais State Park and works under the supervision of the State Park Peace Officer Supervisor (Ranger). The reporting location is Mt. Tamalpais State Park.

The Visitor Services Park Aide (Seasonal) is responsible for the following duties:

60 % CONTACT STATION OPERATION AND PUBLIC INFORMATION

Operates the entrance station: sells park use tickets and passes, computes and collects day use, facility rental and camping fees, accurately processes campsite reservations, assigns campsites and conducts camps checks as needed, operates reservation system computer, calculators and other office equipment, opens and closes the APM machine during their work shift, provides information and directions to the visiting public, explains park rules and regulations, reports violations or potential problems to the appropriate authority, assists visitors by communicating their needs to the appropriate party.

15 % HOUSEKEEPING AND MAINTENANCE

Performs periodic cleanliness checks of the entrance station and unit restroom interiors, exteriors and adjacent landscaped areas, and cleans as necessary. Housekeeping includes: litter pickup, sweeping, mopping, emptying trash cans, recycling, cleaning sinks, toilets, windows, walls and counters, basic cleaning of office equipment, watering of flowers, shrubs and grass. Washes and details park vehicles as directed.

15 % ACCOUNTABILITY

Accurately accounts for all fees collected. At end of shift, prepares the accountability report, report of collections and bank deposit. Transmits accountability information via computer and FAX. Accounts for supplies and equipment used in the entrance station operation.

5% SPECIAL EVENTS

Assist Park Staff with Special Events including but not limited too the Astronomy Program, Earth Day, Mountain Play, Film Shoots. Assistance may include setting up AV equipment, monitoring special events, providing information to the visiting public, or other functions required for the special event.

5% RADIO USE / EMERGENCY

Responds appropriately to emergencies. Requests assistance by phone or radio. Communicates with field or dispatch personnel; provides radio assistance as directed.

5% PARK OPERATIONS

Help assist with closing the park at night time which includes locking gates, emptying Self Registration "Iron Ranger" stations and clearing people out of the park at closure.

Employee Signature	Date
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Supervisor/Designee signature	Date
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