

POSITION SUMMARY: Under the general direction of the Regional Interpretive Specialist or Sector Superintendent, the Park Aide is responsible for performing routine public contact work in State Park facilities and grounds, and assisting with educational programs. The Park Aide, Visitor Center, also answers questions on rules, regulations and facilities for the public and other related work.

ESSENTIAL FUNCTIONS: This position is a seasonal, unskilled position involved with the visitor center functions within the State Park System. This position is maintain daily operation of the visitor center; report problems to appropriate staff immediately; assist volunteers with daily operation of cash registers and video programs; answer questions from the public and volunteers; complete end of the day cash register accounting; drop daily proceeds or visitor center change in to the appropriate safe, assist with educational programs and provide information to park visitors. The Park Aide must be able to communicate effectively with co-workers and visitors, perform arithmetic and prepare both written and computer generated documents, and work weekends.

70% Operations: Maintains the daily operation of the visitor center and opens and closes the visitor center. Keeps the area and surrounding area clean and clear of debris and litter. Collects fees, makes correct change, completes end of day cash register accounting, prepares bank drops, deposit bags and raise and lowers flags daily. Sell DPR passes, check exhibits for problems and vandalism; open and close the visitor center and ensure the security alarm system is turned on and off; raise and lower flags; assist in room scheduling for talks, programs, and groups; check restrooms for problems and report immediately; report all lost or injured persons immediately. Answers questions on rules, regulations and facilities for the public, gives directions to the public, dispense band aides. Promote a positive relationship with park volunteers and the public. Report all problems to appropriate staff.

20% ADMINISTRATION Promote positive relationships with park volunteers and the public; assist in the planning, organization and implementation of park special events; act as lead person in the absence of a Senior Park Aide, State Park Interpreter II, or the Regional Interpretive Specialist; assist supervisory staff in evaluating volunteer programs; assist in scheduling of volunteers; and promote the California State Park System.

10% INTERPRETATION Assist the Park Interpretive Specialist to develop and offer interpretive programs dealing with the natural and cultural resources as needed; may assist in the Junior Ranger Club activities; may develop and present interpretive programs if qualified; help to coordinate school field trips and help classes understand the ecological/cultural issues of the park.

A. Visitor Services

1. Visitor Center

Read Write Squat Comprehend
Bend Stand Stoop Carry Sit
Effective Communication
Simple Arithmetic
Give Change