## NORTHERN BUTTES DISTRICT
### VOLUNTEER DUTY STATEMENT

**Lake Oroville Sector**

### ESSENTIAL JOB FUNCTIONS STATEMENT

Volunteer positions interpret natural and historic objects to the public; guide visitors. The essential job functions of these positions include: touring, education/research, effective communication, clerical/recordkeeping and custodial work.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Lake Oroville Sector Volunteer (Docent)</th>
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</thead>
<tbody>
<tr>
<td>PURPOSE:</td>
<td>Provides visitor information and interprets Lake Oroville Sector’s history and features in a manner that is interesting and enjoyable to the public.</td>
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<tr>
<td>MAJOR DUTIES:</td>
<td>• Researches, and develops a wide range of knowledge about the park and surrounding community, including the history and features.</td>
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<td></td>
<td>• Conducts tours and provides information to visitors in a friendly, professional manner. May provide nature walks, campfire programs, kayak tours or other form of interpretive program.</td>
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<td>• May, upon occasion, operate State Park vessels in performance of duties</td>
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<td>• Assists staff with special events and other programs.</td>
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<tr>
<td>SUPERVISED BY:</td>
<td>State Park Peace Officer Supervisor (Ranger), Lake Oroville Sector</td>
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<td>REPORTS TO:</td>
<td>State Park Peace Officer Supervisor (Ranger), Lake Oroville Sector</td>
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<tr>
<td>LOCATION:</td>
<td>Lake Oroville Sector</td>
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<tr>
<td>TIME COMMITMENT:</td>
<td>Varied</td>
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<td>REQUIREMENTS:</td>
<td>• Maintains positive relations with the public, volunteers and staff.</td>
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<td>• Presents a positive image for State Parks. Presents information to the public in a professional manner.</td>
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<td>• Reads, researches, and retains historical and natural information for presentation to the public.</td>
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GENERAL INFORMATION: Before a volunteer position is offered, required forms are subject to review and approval, as outlined in the Volunteers in Parks Program Guidelines.

ESSENTIAL FUNCTIONS COMPONENTS

The following components of the Essential Functions must be performed at a level which represents the department in a positive and professional manner.

I. INTERPRETATION
   A. TOURING
      • Climb stairs/inclines
      • Walk or traverse even & uneven terrain for extended/prolonged periods of time
      • Walk on variable surfaces
      • Stand or sit for prolonged periods of time
      • Lead groups
      • Speak
      • Work in full range of environmental conditions
      • Listen effectively
      • Perceive hazards to the public, structures and exhibits; ensure safety
      • Advise the public about the rules and regulations of the California State Parks
      • Comply with Departmental standards of dress and grooming for volunteers
      • Demonstrate adaptability
      • Work with paid and unpaid staff
   B. EDUCATION/RESEARCH
      • Read/process
      • Write
      • Develop tours
      • Impart knowledge to others
      • Knowledge of appropriate resources
II. **COMMUNICATE EFFECTIVELY**  
The following components of this Essential Function must be performed at a level sufficient to be understood by internal and external customers.  
- Document activities in public education & contact, day to day activities  
- Effective oral presentations in English in public education  
- Effective listening and comprehension  
- Deal tactfully with public and peers  

III. **CLERICAL/RECORDKEEPING**  
- Read  
- Write  
- Accountability for funds  
- Knowledge of Departmental fee schedules and park unit information  
- Completion of appropriate Departmental forms  
- Adherence to schedule requirements  

IV. **CUSTODIAL**  
- Bend  
- Grip  
- Push/pull  
- Walk  
- Dexterity  
- Drag  
- Lift  
- Squat  
- Carry  
- Comprehend  
- Stoop  

I have read and understand this Duty Statement:  

State Park Volunteer  
Date  

State Park Peace Officer Supervisor (Ranger)  
Date  

Revised March 20, 2008