

COLORADO DESERT DISTRICT
Duty Statement
Park Interpretive Specialist (Seasonal)
Position #549-941-1019-901
Rev 09/14
Anticipated Dates of Employment 11/15/14 to 04/15/15
Rate of Pay \$11.42 per hour

POSITION SUMMARY: Under the general direction of the State Park Interpreter II or the Sector Superintendent of Anza-Borrego Desert State Park, the Park Interpretive Specialist (Seasonal) is responsible for performing interpretive and public contact work in State Park facilities and grounds, creating outreach opportunities in the community and assisting with day-to-day operation and administration at the Visitor Center. The Park Interpretive Specialist (Seasonal) also answers questions on rules, regulations and facilities for the public and other related work.

ESSENTIAL FUNCTIONS: This position is a seasonal, skilled position involved with the visitor center and interpretive functions within the State Park System. This position requires a related college degree as well as skills and experience in developing interpretive programs and providing information to park visitors. The Park Interpretive Specialist must be able to communicate effectively with co-workers and visitors, perform arithmetic and prepare both written and computer-generated documents, collect interpretive data, and work weekends.

60% INTERPRETATION: This position develops and presents a variety of interpretive programs dealing with the natural and cultural resources of the park, and presents school group programs both at the park or in the classroom. This position provides outreach events in the local community, and may work in partnership with Anza-Borrego Foundation on interpretive and special events and programs. This position is responsible for preparing and disseminating the monthly Interpretive Schedule, and assists with the training and evaluation of volunteer naturalists and the preparation of weekly wildflower updates. This position may also serve as liaison to The Naturalist Society, and write the Naturalist column for the Park Volunteer Newsletter, The Bridge.

20% OPERATIONS: This position works the visitor center counter at times, handles cash and operates cash registers, answers questions on rules, regulations and facilities for the public, gives directions to the public, dispenses first aid as necessary, and promotes a positive relationship with park volunteers and the public. Performs light cleaning and housekeeping tasks, and reports all problems to appropriate staff. Responsible for room set-up (movement of chairs and tables) for various groups using the facility.

20% ADMINISTRATION: This position assists in the planning, organization and implementation of park special events, and may act as lead person in the absence of the State Park Interpreter II, Senior Park Aide, or the Regional Interpretive Specialist. This position may assist in the scheduling of volunteers and associated record-keeping. This position assists in the collection and electronic reporting of interpretive and visitation statistics, and promotes the California State Park System.

A. Must Be Capable of:

1. Visitor Center Operations

Use Computerized Cash Register Read Write Comprehend
Give Change Bend Stand Stoop Carry Sit Squat
Work in Outdoor Environment

2. Interpretation

Effective Communication
Interpretive Skills and Experience

3. Administration

Simple Arithmetic
Computer and Organizational Skills