



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern		State Park Interpreter I	549-651-2826-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Sonoma-Mendocino Coast		Marine Protected Area Interpreter	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Russian River		Sonoma Coast State Park	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required			Senior Park and Recreation Specialist
POSITION DESCRIPTION			
<p>Under the direction of the Senior Park and Recreation Specialist, the State Park Interpreter I is responsible for researching, planning, developing and presenting innovative interpretive programs about Marine Protected Areas (MPAs) at the Sonoma Coast State Park, community outreach events, and via virtual/distance learning platforms with a focus on K-12 students. This position works closely with park partner/ co-manager, Stewards of the Coast and Redwoods (Stewards) staff and docents and with interpreters in the Mendocino Sector as well as Statewide MPA interpreters and leads. This position supports general park interpretation related to marine environmental education; assists Stewards staff by offering training to docents in MPA-related interpretation, including MPA Watch survey volunteers. This position also works with the statewide MPA Outreach and Education Project Coordinator on MPA-related events and special projects. The reporting location is Sonoma Coast State Park with frequent work in the field at various locations within the park unit. This position will work year-round with weekly hours varying depending on operational need.</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 Utilizes the approved and authorized systems, methods, standards and policies set by California State Parks to provide interpretive information in a variety of formats, including written and oral presentation, digital media, reports or informational handouts. Work with Stewards staff and district interpreters to research, plan, prepare, and present interpretive programs about MPAs, marine habitats, cultural uses of marine resources, human impacts and Climate Change. Educates visitors about the local MPAs and their relation to the statewide MPA network. Conducts at least six K-12 distance learning programs weekly during the majority of the school year, and two or more MPA Watch surveys and roving interpretation per month year-round. Works closely with Stewards to conduct in-person seasonal programs and assists with outreach events around Sonoma County. Conducts virtual Summer Learning Programs and traditional in-person summer programs such as guided hikes, Junior Rangers, and campfire programs. Represents Sonoma Mendocino Coast District in the statewide MPA collaborative by attending monthly meetings and collaborating with the statewide MPA Interpretive Coordinator on MPA-related events and live broadcasts such as World Oceans Day, King Tides, and other designated MPA-related projects. Operates a motor vehicle to attend various sites in the district in order to complete assigned tasks.</p>		
25%	<p>INTERPRETIVE PROGRAM SUPPORT Set-up, operate and maintain assigned interpretive equipment such as: laptop, tablet, phone, cameras, microphones, speakers, signal boosters and other digital program equipment used for virtual programs and events. Procures and maintains additional equipment as needed such as spotting scopes, binoculars, etc. Coordinates with Stewards to secure and maintain supplies needed for outreach events such as tents, tables, chairs, mobile tide pool touch table, and interpretive props and materials. Initiates, research and</p>		



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	develops new MPA and marine education resources and programs for both schools and the public. Engages in ongoing MPA and interpretive trainings classes, online presentations, and current research to stay apprised of current science and best practices relating to coastal parks. Attends monthly statewide MPA team meetings. Interfaces with the Sonoma Mendocino Coast District Dive team as a MPA resource and provides hands-on support for live dive programs.	
20%	ADMINISTRATION Uses a variety of office software applications (Microsoft Office Suite, Google Drive, Acuity, Canva, Interpretive Programs Statistics Database), to prepare accurate and timely records of MPA interpretive activities and data input/statistics. Creates quarterly/semi-annual reports under the direction of the MPA Outreach and Education Coordinator. Maintains accurate and timely budget of MPA-related spending. Checks email and voicemails daily and responds in a timely manner to program requests. Maintains an internal digital program calendar, staff schedule, and external publicity calendar.	
10%	SOCIAL MEDIA Uses State Parks approved social media guidelines to create and maintain a strong social media presence with at least 2-4 posts per month for Sonoma Coast State Park and MPAs, including but not limited to: Facebook, Instagram, and YouTube.	
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		
Working outside in the sun, wind, fog, and inclement weather. May be on feet for many hours leading educational programming. Hiking and walking on uneven and/or wet surfaces and terrain. May drive a truck and tow a trailer to various locations within the park or to outreach events.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible-office centered.		
SPECIAL REQUIREMENTS:		
Possession of a valid class "C" Driver's License		
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	DATE
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	DATE