



## **CALIFORNIA STATE PARKS VOLUNTEERS IN PARKS PROGRAM**

### **DUTY STATEMENT: VOLUNTEERS IN PARKS PROGRAM ASSISTANT**

- Title:** Student Intern (unpaid volunteer position)  
Temporary Assignment, December 19, 2005 – January 13, 2006
- Purpose:** To enhance the web-based version of the Volunteers in Parks Program Guidelines posted on the DPR website
- Duties:** To provide clerical support to add PDF versions of 35 Department and State forms to the web-based Volunteers in Parks Program Guidelines
- Skills / Qualifications:** Possess computer skills sufficient to search DPR forms on database;  
Locate appropriate Volunteers in Parks Program forms;  
Convert forms to PDF format compatible with Adobe PageMaker program;  
Post to the Volunteers in Parks Program section of the DPR website  
Demonstrate willingness to learn about the Volunteers in Parks Program and its role within California State Parks' Interpretation and Education Division
- Reports to:** Volunteers in Parks Program Coordinator
- Time:** Five hours per day, three days a week, four weeks between December 19, 2005 and January 13, 2006
- Training:** Basic instruction in database search, forms conversion, website posting
- Benefits:** Gain broad understanding of policies and procedures related to the utilization of volunteers in California State Parks  
Acquire firsthand knowledge of the role and function of Interpretation and Education in state parks operations
- For more Information:** Margo Cowan, Volunteers in Parks Program Coordinator  
Interpretation & Education Division, California State Parks  
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