

**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.

**JOB TITLE:** Lake Oroville Sector Volunteer (Docent)

**PURPOSE:** Provides visitor information and interprets Lake Oroville Sector's history and features in a manner that is interesting and enjoyable to the public.

**MAJOR DUTIES:**

- Researches, and develops a wide range of knowledge about the park and surrounding community, including the history and features.
- 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.
- May, upon occasion, operate State Park vessels in performance of duties
- Assists staff with special events and other programs.

**SUPERVISED BY:** State Park Peace Officer Supervisor (Ranger), Lake Oroville Sector

**REPORTS TO:** State Park Peace Officer Supervisor (Ranger), Lake Oroville Sector

**LOCATION:** Lake Oroville Sector

**TIME COMMITMENT:** Varied

**REQUIREMENTS:**

- Maintains positive relations with the public, volunteers and staff.
- Presents a positive image for State Parks. Presents information to the public in a professional manner.
- Reads, researches, and retains historical and natural information for presentation to the public.

**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:

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State Park Volunteer

Date

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State Park Peace Officer Supervisor (Ranger)

Date