

EAST BAY REGIONAL PARK DISTRICT

INTERPRETIVE STUDENT AIDE I

GENERAL FUNCTION

Under supervision, to perform a wide variety of para-professional naturalist and receptionist duties in park visitor centers.

ESSENTIAL FUNCTIONS

This is the junior level in the Interpretive Student Aide series. Performs receptionist duties such as greeting the public, answering the phone, stocking brochures, keeping the visitor log and otherwise assisting the public while they are in the Center. Performs para-professional naturalist duties such as assisting naturalists and Interpretive Student Aide II personnel with programs, maintains the bulletin boards and displays, and creates audio/visuals (signs, posters, slides, etc.).

OTHER FUNCTIONS AND DUTIES

Additionally, may perform such other minor duties as are needed at the Centers such as run errands, perform minor custodial duties, etc.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the tenth grade, 16 years of age or older. Must be in current student status.

License: Must possess a valid California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of natural science/cultural history, ability to impart such knowledge to visitors and users, ability to perform receptionist duties effectively and harmoniously and ability to perform basic clerical duties. Ability to establish and maintain positive working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

CONDITIONS OF EMPLOYMENT

As a condition of employment, an Interpretive Student Aide I:

- Is required to wear a prescribed uniform.
- Will work irregular hours, including weekends and holidays as needed.
- Is required to terminate employment at the Aide I level after two years. (The Student Aide position provides a preliminary exposure for students considering the naturalist profession for a career; and, therefore, the positions are to turnover at least every two years.)
- After one calendar year (no less than 800 hours worked) the performance of the Aide I will be reviewed by the Supervising Naturalist to determine if the Aide I has made sufficient progress to continue in the program. If so, the Supervising Naturalist will recommend continuation to the Interpretive Specialist. If the Interpretive Specialist concurs, the Aide I will be awarded the one year salary step which will be Aide I's rate until the end of the program.

Reports to: Supervising Naturalist

Employment Category: Seasonal

Adopted by Board: May 21, 2002, Resolution No. 2002-5-122