

EAST BAY REGIONAL PARK DISTRICT

INTERPRETIVE STUDENT AIDE II

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 senior 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 with programs, performing programs (snake talks, puppet shows, spider talks, etc.), feeds and cares for animals and fish, handles cash and merchandise, 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: Completion of 3 semester units of college level natural science, cultural history, or other academic course work compatible with placement. 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. Some presentation experience is desirable. 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 II:

- Is required to wear a prescribed uniform.
- Will work irregular hours, including weekends and holidays as needed.
- Is required to terminate employment after four years, or when the student completes his/her education. (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 four years.)
- After each calendar year (no less than 800 hours worked) the performance of the Aide II will be reviewed by the Supervising Naturalist to determine if the Aide II has made sufficient progress to continue in the program. If so, the Supervising Naturalist will recommend continuation to the Interpretative Services Manager. If the Interpretive Services Manager concurs, the Aide II will be awarded the next salary step. Once the Aide II reaches the top step, this will be the Aide II's rate until the end of the program.

Reports to: Supervising Naturalist

Employment Category: Seasonal

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

Revision Approved by General Manager: January 27, 2011