POSITION DESCRIPTION: Interpretive Technician

I. IDENTIFYING INFORMATION

Position/Pseudo Number: 98080C
Position Title/Pseudo Title: Interpretive Park Technician
Department: Land and Natural Resources
Division (Office): State Parks
Branch: Staff Support Services Office
Section: Interpretive Program
Unit: ________________
Geographic Location: __ Diamond Head State Monument, Oahu

II. INTRODUCTION

A. The function of this organizational unit is to provide professional and technical assistance for managing heritage resources and presenting interpretive programs to enhance the public appreciation of the natural and cultural features within the statewide state park system.

B. The primary purpose of this position is to interpret the natural, cultural, and recreational resources of Diamond Head State Monument for the park users to ensure that the resources are protected, preserved, and conserved.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Interpretive Services 40%

1. Interact with park visitors and users to promote an understanding, awareness, and respect for the natural and cultural resources and the recreational opportunities within the park and the vicinity through one-to-one discussions, interpretive talks, and guided tours. This visitor interaction will provide information on park rules and regulations, health and safety concerns, park resources, and the cultural and natural history of Diamond Head Crater.

2. Prepare and present interpretive talks to educational groups, environmental organizations, and other interested groups about the resources of the park and the park programs developed to protect and preserve these resources. These talks may occur within the park setting, within school classrooms, or other locations in the community upon request.

3. Lead fieldtrips within the park to point out the resources, explain their importance to Hawaii’s cultural and natural heritage, and promote their protection and preservation.

4. Identify interpretive materials, such as signs, brochures, and exhibits, needed in the park to promote visitor awareness of park resources, opportunities, and rules, and work with the Division’s interpretive staff to prepare and install these materials in the park.
5. Conduct visitor surveys to evaluate areas of visitor interest by soliciting visitor comments either verbally or through questionnaires and draft effective interpretive materials, and assist in identifying interpretive opportunities, such as fieldtrips, that address these interests. Maintain records from these surveys as a means of measuring effectiveness of the programs offered within the park.

6. Consultant with schools and educational programs to identify their interests and the program elements that meet these educational needs and interests. Develop a program fact sheet for distribution to schools and others that may be interested in the opportunity, scheduling classes and groups, sharing pre-visit materials, presenting the program with the assistance of volunteers and teachers, and evaluating the program upon completion of a visit.

7. Maintain records of sign installation, vandalism, maintenance, and replacement and regularly review the interpretive signs installed in the park relative to condition, effectiveness and visitor response, and the best-suited materials for different environmental and park conditions. Work with the Division's interpretive staff and the District Superintendent on changes, replacement, and budgeting of signs.

8. Oversee the distribution of brochures and other printed materials in the park to insure that adequate supplies are available by maintaining an inventory of printed interpretive materials, developing a schedule for reprinting based on projected usage, and making changes in text and graphics as needed to keep the information current.

B. Park Operations

1. Advise the park visitors and users of the park rules and regulations, park hazards and safety concerns, the park permit process, and recreational opportunities to promote a safe park visit and resource conservation. Check on permit conditions and resource activities and should the activities be in conflict and in violation of established rules or laws, take appropriate action as deemed needed.

2. Develop, coordinate, and oversee a volunteer program within the park by identifying potential volunteer projects in the parks; screen, select, and place volunteers in projects relative to their interests and abilities; maintain volunteer records; and schedule volunteer projects based on park need and volunteer interest.

3. Respond to emergency situations, render assistance, and facilitate emergency response as needed. Follow established safety procedures in emergency situation.

4. Assist with the coordination of activities in the park, such as special events, group activities, and resource management actions.
5. Based on visitor surveys, resource monitoring, and observations in the parks, provide recommendations for park facilities and new or revised park rules to promote the objectives of a safe park visit and resource conservation.

6. Notify proper staff and officials of park maintenance needs and rule violations, and assist with the follow-up actions as needed.

C. Resource Management

1. Regularly monitor the condition of the natural and cultural resources within the park and report any damages, threats, or resource management needs to the appropriate Department staff.

2. Maintain and submit records of resource management activities, including a schedule of monitoring activities, a narrative on the condition of the resources and any changes noted, accompanying maps and photographs, and recommendations based on observations. The recommendations should be forwarded to the Diamond Head Interpretive Center Coordinator, District Superintendent and/or Department staff for appropriate action.

3. Implement resource management strategies in the park for effective management and protection of the resources in consultation with the Diamond Head Interpretive Center Coordinator, District Superintendent and/or Department staff.

4. Assist resource professionals and technicians conducting surveys and research within the park to develop a working knowledge of the resources, including how to recognize potential threats to the resources, resource persons to be contacted if changes or threats are noted, and ways to implement resource management strategies.

D. Supervision

Supervises and directs volunteers, student hires, and community service workers conducting various projects in the park.

E. Other Related Duties as Assigned

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 52934       Class Title: Interpretive Center Coordinator

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided. General guidance and review is given on program objectives and procedures, departmental and divisional directives, and on
personnel procedures. Instructions are specific to the content of the interpretive materials provided to park visitors and the resource management procedures. The employee is expected to independently plan and carry out the necessary work activities based on his/her professional knowledge and experience.

2. Assistance Provided. The employee works independently and is responsible for the park’s daily activities. Is expected to seek the assistance of the Division’s interpretive staff on the production of interpretive materials and the assistance of the Department’s technical staff on matters of resource management.

3. Review of Work. The supervisor checks all work in progress periodically to be sure that it is progressing satisfactorily and that the correct methods and procedures are being followed. For example, the supervisor will check records and the schedule of park activities on a regular basis to ensure that volunteer programs are being conducted, resource management objectives are being met, and park visitors are adequately informed about park procedures and rules.

4. Receives guidance and instruction from the supervisor who also trains, reviews, and evaluates incumbent’s work. Questions relating to carrying out duties and responsibilities should be directed to the supervisor.

C. Nature of Available Guidelines Controlling the Work.

   - Hawaii Revised Statutes, Chapter 184 State Parks and applicable sections in Chapter 6E (Historic Preservation).
   - Department of Land and Natural Resources: Chapter 13-146, Hawaii Administrative Rules, Hawaii State Park System.
   - Department of Accounting and General Services Purchasing Procedures, Inventory Instructions, and Price Lists.
   - Department of Land and Natural Resources Policies, Procedures, or directives such as “No Smoking” Policy, Equal Employment, etc.
   - Division of State Parks, Procedures, Instructions, and Policies.

2. Use of Guidelines.

A working knowledge of the guidelines is needed to inform park visitors about park rules and regulations and to assess violations of State laws, rules, and regulations.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

1. Possession of a valid State of Hawaii driver’s license.
2. American Red Cross Certification in First Aid/CPR or be able to obtain the certificate following the training provided

VI. RECOMMENDED QUALIFICATIONS.

A. **Knowledge of:**
   1. Basic knowledge of interpretive techniques and materials.
   2. Basic knowledge of resource conservation.
   3. Familiarity with the natural and cultural history of Hawaii.
   4. Basic knowledge about the operation and care of equipment and tools.
   5. Familiarity with first response emergency procedures and first aid/CPR.

B. **Skills/Abilities:**
   1. Effective verbal communication skills for public interaction and conducting interpretive talks and tours.
   2. Conduct research and interpret written material to prepare interpretive talks, public presentations, and tours.
   3. Prepare simple mock-ups with graphics and text for signs, brochures, and displays.
   4. Operate audio-visual and computer equipment for presentations.
   5. Perform field maintenance duties.
   6. Operate hand tools used for grounds maintenance at interpretive sites.
   7. Basic English language skills and ability to write clearly.
   8. Maintain records and schedules.
   9. Work well with people.
   10. First aid procedures.

C. **Educational Requirement**

   Graduation from high school.

D. **Experience Requirement**

   Four (4) years of responsible experience in interpretation and/or resource management, such as archaeology, aquatic biology, wildlife, or park management with demonstrated written and oral communication skills involving interaction with the public regarding rules, regulations, resources, and general information.

   Training at an accredited college or university in a resource management, interpretation, or biological science may be substituted for experience on a year-for-year basis.

VII. TOOLS, EQUIPMENT, & MACHINES

A. Audio-visual Equipment. Basic working knowledge of slide and overhead projectors, computer powerpoint, and/or DVD technology for presentations.

B. Computers. Basic working knowledge of desktop computer for report writing and record-keeping.
C. Hand Tools and Light Motorized Equipment. Basic working knowledge of tools used in resource management projects, such as weed-whackers, and the safe use of these tools.
D. Communication equipment for emergencies.

VIII. WORKING CONDITIONS

Much of the work will be conducted in an outdoor setting at the interpretive shelter in the park and in various outdoor locations in the park. The environmental conditions are usually hot, dry, and windy. This outdoor setting is within the semi-developed park area, some areas with minimal facilities. On occasion, work will involve presentations outside the park, including school classrooms and meeting rooms.

Must be able to work on weekends and holidays to accommodate heavier visitation periods. Employee will be expected to work in other parks on occasion to assist other Interpretive Technician positions with special projects and park events, or provide staffing during periods of vacation or extended leave.

IX. PHYSICAL REQUIREMENTS

Read (without strain) printed material the size of typewritten characters (glasses permitted) and hear conversational voice (hearing aid permitted). Physically able to conduct tours and resource monitoring projects in park areas, including the 1.5 mile (round trip) hike to the summit of Diamond Head Crater. Physically able to carry heavy loads while hiking, including equipment and supplies for resource management and volunteer projects. Able to work under adverse weather conditions without any potential hazard to self or others.