



POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Mountain Region

Management Unit / Division:
Region Resource Team

Position Description Status: New Revised

- Classified Represented
- Classified Unrepresented
- Executive Service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

Employee Name	Vacant			Position Number:	4731024
Supervisor Name	Ryan Spark			Budget Authority:	001226120
Position Establishment Date				Agency Number:	63400
Classification Title	Natural Resource Specialist 2			Position Desc Revised Date:	5/15/25
Classification Number	C8502			Representation Code:	OAO
Working Title	Regional Program Coordinator				
Work Location (Park)	Valleys Region Office			Employee PD Review Date:	
POSITION	<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year	
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share	
FLSA	<input type="checkbox"/> Exempt	IF EXEMPT	<input type="checkbox"/> Executive	ELIGIBLE FOR OVERTIME	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> Administrative		

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to *“Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations”* by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 51 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of *“Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”*. OPRD upholds its mission and vision through the following operating principles: *Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being*. The agency’s current approved budget information can be found at www.oregon.gov/oprd under *Budget & Facts*.

This position is located in the Valleys Region Office which is part of the Operations Directorate of the Oregon Parks and Recreation Department (OPRD). The Valleys Region has 47 parks, waysides and recreational area properties. Facilities and programs include 10 overnight camps, 43 day-use areas, 90 Greenways, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, historic buildings and volunteer groups, recreation and visitor service programs. The regional staff consists of 127 year-round and seasonal positions and operates with a biennial budget in excess of \$32 million dollars.

The position is part of the Park Resource Program serving the region's 10 Management Units and associated parks. This program is responsible for regional leadership, administration and coordination of operational programs and policies relating to natural resources, forestry, cultural resources, volunteer & interpretive services and park construction and Improvement projects. A collaborative team addressing each of these program specialties affects visitors to parks, historic, cultural and scenic areas; volunteers and park interpretation; park facilities and all levels of resources, including other federal, state, tribal and municipal agencies.

b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to... provide support and technical assistance to region staff in the execution of programs and activities by improving service delivery, program effectiveness and efficiency, and promoting the expansion and enhancement of field services and park operations. Through expertise, statewide collaboration, and regional assistance and coordination of volunteer program management, interpretive services, partnerships, special events, outdoor recreation skills and other special programs, this position serves to further the mission of Oregon State Parks while building and sustaining the best park system in the world.

SECTION 3. POSITION DUTIES

<i>List position's major duties, stating percentage of time of each duty.</i>	N	New	E	Essential Functions
	R	Revised	NE	Non-Essential Functions
	NC	No Change		

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
40	R	E	<p>Volunteers & Partners</p> <ul style="list-style-type: none"> • Communicates and educates Region's field staff on the various volunteering methods such as but not limited to hosts, adopt-a-park, and volunteers. • Promotes and supports volunteering opportunities: <ul style="list-style-type: none"> ○ Provides guidance to managers, in their work with partners groups to identify, plan, and execute feasible volunteering activities, to provide consistency. ○ Conducts community outreach to recruit local community groups, may attend their meetings, give presentations and follow-up. ○ Respond to inquiries and requests for information from potential volunteers. ○ Works with field staff on placing volunteer position/project; this includes assistance with implementation and monitoring. • Implements volunteer programs and provide evaluative feedback of programs to the Statewide Volunteer Programs Coordinator. • Tracks all OPRD volunteers for the region, produces reports, maintains programs statistics, manages all documentation, records and administrative functions of the volunteer programs for the Region. • Supports Region's field staff in the recruitment, training and placing of volunteers/hosts; this includes creating training material and coordinating training events. • Disseminates guidance and resources from the Engagement Team on volunteer programs, procedures, and planning. • Works with Region's field staff and the Engagement Team to develop mechanisms for recognition and retention, for program evaluation, and for reporting. • Supports Region's field staff with creation of recognition material and coordination of recognition events. • May create marketing materials for volunteer programs of the region. • Maintains Communications Division staff up to date on volunteer programs of the region. • Advise and train staff on working with volunteers and partners to help volunteers succeed and work collaboratively towards the same goal.

Interpretation and Special Programs

40

R

E

- Communicates interpretive goals and plans to Region's field staff.
- Monitors local programs and reports back to the Engagement Team.
- Works with field staff to identify interpretive opportunities and ensure these are addressed in the planning process.
- Provides technical assistance for interpretive projects in the field, such as but not limited to interpretive signing and display production.
- Disseminates consultation and direction from the Engagement Team on interpretive programs, policies and procedures.
- Works with Region's management and Engagement Team in the development of goals, objectives, plans and standards for the implementation of interpretive policies and procedures.
- Monitor the implementation and provides evaluative feedback on interpretive policies and procedures, and Region's priorities. Manages all documentation, records and administrative functions of the interpretive and special programs for the Region.
- Prepares individually or in collaboration with the Engagement Team, materials for use by the region's field staff such as but not limited to: visual displays, publications, videos, posters, as well as planning visitor centers and interpretive facilities.
- Coordinates region's interpretive trainings and provides local training to interpretive staff.
- Makes presentations to interest groups and the general public on the Region's interpretive programs and the value of interpretive programs.
- Collaborates with the Engagement Team in the creating and conducting interpretive training sessions and obtaining outside resources to provide training which cannot be provided in-house.
- Trains managers to properly supervise and support interpretive efforts and activities in the field.
- Supports Region's field staff in the recruitment, training, placing and evaluation of interpretive staff; this includes creating training material and coordinating training events.

Recreation Skills, Special Events and Other duties

20

R

E

- Provides technical assistance in the design and development of park events and activities that achieve a positive visitor recreation experience.
- Works closely with park manager, field staff, resource team and event sponsors to determine purpose and scope of activity, research and evaluate event logistics, review plans and changes, seek funding and coordinate documentation and administrative functions as needed.
- Partners with park staff in the execution and monitoring of events and activities.
- Works with region staff to assess visitor motivation, experiences and satisfaction, and identify program needs to improve quality of visitor recreational experience.
- Engages with and seeks input and formal review from Oregon's federally recognized tribes as appropriate.
- Creates program operational guidelines, procedures and standards in collaboration with Safety/Risk division to reduce risk and liability for statewide programs.
- Other duties as assigned

100%

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

WORKING CONDITIONS

Work is primarily performed in an office setting, however, may perform work around buildings, facilities and grounds, inside and outside in all weather conditions. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. Will be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. Walks up and down inclines and stairs, over rough, uneven, and slippery terrain or paved surfaces and over distances up to 5 miles. Reaches above shoulder level and occasionally works on hands and knees. Bends, stoops, crouches, kneels, crawls, climbs, twists, pushes and pulls in regular performance of duties. May work in congested work areas, confined spaces and remote locations. Works alone, within phone or radio communication. Travel is an essential function of this position. Will travel (including overnight) to other parks, headquarters, or other agencies for training and meetings. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation.

SECTION 5. GUIDELINES

a. List established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

State laws and administrative rules, policies and procedures pertaining to OPRD or parks and recreation in general.
 State laws and administrative rules pertaining to purchasing.
 OPRD policy and procedure manual, OPRD Interpretive Policy and Volunteer policy
 Human resource policies and principles of supervision.

b. How are these guidelines used?

All pertinent laws, rules, policies, procedures and practices are to be followed to ensure appropriate, legal, ethical and fiscal accountability. All manuals, handbooks, and program guides offer guidelines and procedures to be followed to ensure program image, credibility, accountability and to establish high standards of conduct and review.

SECTION 6. WORK CONTACTS

Excluding co-workers, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
Resource Program Manager	person, phone, email, other electronic communications	Set expectations on performance, accountability and responsibilities. Provide direction and consultation to maintain coordination of programs	daily
Region Director, District Managers and Park Managers	person, phone, mail, email, other electronic communications	Obtain feedback and support to maintain coordination of programs, and provide consultation as necessary	weekly
Statewide Programs Coordinator	person, phone, email, other electronic communications	Planning, coordination and collaboration on development and implementation of statewide volunteer, interpretive and special programs and events	daily
Regional Program Coordinators	person, phone, email, other	Planning, coordination and collaboration on development and implementation of statewide	daily

	electronic communications	volunteer, interpretive and special programs and events	
Region Resource Team Members	person, phone, e-mail, other electronic communications	Collaboration and consultation	weekly
OPRD personnel	person, phone, mail, email	Coordination and consultation on park and region-wide volunteer programs, interpretive projects and special events	daily
Visitor/Public	person, phone, mail, email	Support public inquiries and engage in support of volunteers and partnerships	as necessary
Other agencies, organizations and non-profits	person, phone, mail, email	Coordinate collaborative work efforts to build working relationships, explain programs, provide advice and training	as necessary
Media	person, phone, mail, email	Provide program information to promote events and activities	as necessary

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Regional Program Coordinator works collaboratively with the regional resource teams, statewide programs coordinator and agency's Engagement Team to help determine consistent program strategies for the agency, service levels, training needs and standards. This position contributes to a team approach to lead and guide the development, implementation, and management of the volunteer program and the interpretive program, as applied to the region. This position works in collaboration with internal staff to provide program guidance for OPRD's volunteer and partnership programs, including working to enhance and improve policy and procedure to successfully implement a mission-critical function of the agency. The position serves as a program leader in the region's resource team and as a critical part of the statewide Engagement Team, which includes the statewide programs coordinator, region management and program coordinators from each region.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Region Resource Program Manager	4721023	Sets priorities and overarching guidance for the regional application of programs based on feedback from field, person in this position and professional needs.	Weekly	Direct supervisor who oversees regional operations and helps set goals and evaluate performance for this position.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Plans work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: *Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

SPECIAL REQUIREMENTS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment (if applicable)
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must possess and demonstrate general skills and ability to:

- Show leadership in applying guidance and evaluation of dynamic and complex programs.
- Listen to what people say and ask appropriate questions to obtain needed information.
- Provide factual, non-biased information based on observation, knowledge and understanding.
- Utilize common courtesy while communicating with others.
- Maintain composure and take appropriate action during emergency or emotionally charged situations.
- Functionally use a personal computer.
- Communicate effectively in writing for the needs of the audience.
- Evaluate situations, apply rules and guidelines, determine and carry out appropriate courses of action to achieve desired results.
- Lead and collaborate with individuals and small groups to accomplish basic tasks.
- Facilitate reporting mechanisms and utilize tracking systems to ensure statewide programmatic consistency.
- Manage one's own work time by working independently and showing initiative.
- Coordinate people and leverage resources.
- Monitor and evaluate program outcomes and operations, and develop new methods or standards that guide program operations within and outside the agency.
- Recommend program admin budgets and monitor expenditures.
- Apply media production, communication and dissemination techniques and methods, including alternative ways to inform through written, oral and visual media.
- Use logic and reasoning to evaluate complex problems by reviewing related information to develop and evaluate options, draw conclusions and implement solutions.
- Select and use training or instructional methods and procedures appropriate for the situation when learning or teaching new tasks.
- Actively look for ways to help people.

Volunteer Services

- Skill to apply the principles and processes of administering a service-based program.
- Resolve customer complaints related to volunteer behavior
- Skill in resolving conflict and coming up with workable solutions for the smooth operation of regional volunteer programs at parks
- Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Visitor Services

- Resolve customer complaints related to park rule, policy interpretation, volunteer behavior, and interpretation program concerns.

Interpretation

- Organize, coordinate and manage interpretive program and media content development and delivery.
- Skill in developing and delivering training, presentations and products within established resource interpretation programs.
- Skill in monitoring and coaching basic resource interpretation presentations of employees.

Partnerships

- Skill in facilitating partnership development, including designing methods and techniques to implement and monitor relationships and programs.

Program Operations and Special Events

- Safely use tools, materials and equipment associated with hosting events and activities that take place on park properties. Apply training in safely carrying out recommended actions for set-up, delivery and tear-down for special programs.

Resource Conservation

- Knowledge of practices relating to conservation, preservation and restoration, rehabilitation of archaeological, cultural or historic sites or structures.
- Knowledge of practices relating to conservation, preservation, and protection of significant natural or scenic resources

BUDGET AUTHORITY: *If position has authority to commit agency operating money, provide the following:*

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	
	\$	
	\$	
	\$	

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/cgi-bin/ccrt.cgi?pg=ccrt.>)

SECTION 12. SIGNATURES

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

APPOINTING AUTHORITY SIGNATURE _____ DATE _____

HRA Initials:	Entered by:
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