

PCSU RESOURCE AMBASSADOR (KAENA POINT, OAHU)

- I. **SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with Pacific Cooperative Studies Unit (PCSU), located at Kaena Point Natural Area Reserve and Kaena Point State Park on the Island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Provides professional and educational services at Kaena Point Natural Area Reserve and Kaena Point State Park, on the Island of Oahu.. Provides interpretive services for visitors and other users. Interacts with users to provide necessary information on health and safety precautions, and cultural and natural resource information. Manages reserve and park operations including monitoring and periodic maintenance of reserve facilities including trails, roads, and parking. Conducts periodic field inspections in resource areas. Regularly interacts with visitors to the reserve including, cultural practitioners, State DLNR staff, County staff, community groups, researchers, and recreational visitors (hikers, beach users). Educating visitors about the resources to discourage rule violations that degrade native ecosystems by, and provide a visible presence.. Supervises and directs volunteers and community service projects in the area. Trained in first aid, acts as a first responder in emergency situations and follows established safety procedures. Coordinates activities with other agencies. Notes and reports rule violations or safety problems to the appropriate authorities.

II. **SCOPE OF POSITION:**

- A. **Reports to:** Principal Investigator (Dr. David Duffy)
Day-to-day Supervisor (Brent Liesemeyer)
- B. **Supervises:** Volunteers
- C. **Budgetary and/or Fiscal Responsibilities:** None.
- D. **Signature Authorities:** None.
- E. **Level of Interaction:** Serves as the primary contact and educator of the general public and other users of Kaena Point Natural Area Reserve and Kaena Point State Park. Responsible for disseminating information on various aspects of reserve including rules and regulations, risks and hazards, and natural and cultural resource significance. Ability to educate and inspire visitors to appreciate Kaena Point's resources, which will lead to more appropriate visitor behavior. Ability to work with various entities to

design outreach material as well as meetings for educational purposes. Ability to lead and coordinate regularly scheduled volunteer service trips as well as longer-term volunteers or docents. Ability to respond to emergency situations, render assistance, and assist with the facilitation of emergency response if necessary. Ability to report all accidents and rule violations to proper authorities. Requires working independently in remote locations. Work hours may include late evenings, early mornings, weekends, and holidays.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place an to identify the Essential Job Functions) **“primary duties”**:

- 20% 1. **Regularly interact with visitors to the reserve and park including, cultural practitioners, State DLNR staff, County staff, community groups, researchers, recreational visitors (hikers, beach users). Supervise and direct volunteers and community service projects in the area. Gather information about the amount and type of visitors through surveys and questionnaires to advise future management of the area.**
- 30% 2. **Interpretive Services - Provide interpretive services for visitors and other users. Interact with users to provide necessary information on health and safety precautions, and cultural and natural resource information.**
- 20% 3. **Reserve Operations - Monitor and periodically maintain reserve and park facilities, including trails, roads, and parking. Conduct periodic field inspections in resource areas.**
- 10% 4. **Provide a visible presence, noting any rule violations or safety problems and subsequently reports these to the appropriate authorities.**
- 10% 5. Act as a first responder and follows established safety procedures in emergency situations, following appropriate training
- 5% 6. Coordinate activities with other agencies.
- 5% 7. Perform other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

- A. **Education:** High School Diploma.
 - B. **Experience:** Two to four (2-4) years of experience directly related to some/all of the job duties including experience working and interacting with the general public (Bachelor's or Master's Degree in related field of study may be submitted for some/all experience requirements).
 - C. **Knowledge:** Basic knowledge of interpretive techniques and materials; resource conservation; marine and coastal resources and marine and coastal ecology. Familiarity with the natural and cultural history of Hawaii.
 - D. **Abilities and Skills:** Must possess and maintain a valid driver's license. Ability to drive a 4-wheel drive vehicle. Ability to ride a mountain bicycle or ATV safely while conducting the duties of this position. Effective verbal communication skills for public interaction. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided).
 - F. **Physical and/or Medical Demands:** Must be able to hike long distances with heavy loads, swim, snorkel, and be able to lift fifty (50) pounds.
- V. **DESIRABLE QUALIFICATIONS:** Bachelor's Degree from an accredited four (4) year college or university in a field related to duties (Natural or Cultural Resource Management, Geography or other Natural Sciences, Hawaiian Studies, Education, Interpretation). First responder or other safety training. Experience working in natural and cultural interpretation or leading volunteer trips. Knowledge of the Kaena Point area.