***Position Available***

**Visitor Services Supervisor**

**Boston Harbor Islands**

**JOB OVERVIEW:**

*Oversee the Visitor Experience. Manage Visitor Centers, special events and programs, and mentor park interpreters in one of the coolest parks in Massachusetts!*

**RESPONSIBILITIES:**

The basic role of the Boston Harbor Islands Visitor Services Supervisor is to supervise the visitor experience.

This work includes but is not limited to:

* Monitor the visitor experience on the island: This includes monitoring the dock and boat concessions, food concessions, and visitor center operations.
* Plan, implement, monitor and conduct interpretive, recreational and environmental education programs and public information services.
* Responsible for the development and implementation of walking tours and interpretive programs with various topics and themes for the general public and various youth groups.
* Promote and publicize the interpretive, recreational and environ­mental education programs and events.
* Supervise, train and evaluate park interpreters, rangers, and volunteers in the skills and techniques of park interpretation and recreation programs.
* Prepare correspondence and reports, maintain a reference library and develop and maintain records and files.
* Other duties as assigned.

**QUALIFICATIONS:**

Applicants must be at least eighteen years old, possess a basic knowledge of natural and cultural history as well as interpretation, have experience working with the public, hold solid communication and presentation skills, have the ability to follow oral and written instructions, and the ability to work in a team setting.

**LOCATION:**

The Massachusetts Department of Conservation and Recreation is a major steward of the Commonwealth’s natural and cultural resources. The Boston Harbor Islands National and State Parkis a unique partnership park with an abundance of natural and cultural resources that offer tremendous recreational and educational opportunities. DCR owns 16.5 of the 34 islands and peninsulas in the park and staff the islands that are accessible by public ferry and recreational vessels during the season. More information about the park can be found at [www.bostonharborislands.org](http://www.bostonharborislands.org)

**EMPLOYMENT INFORMATION:**

Positions are available from early May through early October. The reporting location is Hingham, MA but the position will be primarily at an island location; boat transportation is provided. Visitor Service Supervisors work a forty-hour week which includes evenings, weekends, and holidays. Uniforms and basic training are provided, park housing is not. Benefits may be available for long-­term positions. The pay rate is $1641.95 bi-weekly.

**TO APPLY:**

Please visit “Find Your Future Commonwealth Job” <https://www.mass.gov/find-your-future-commonwealth-job> . Under the “What Would You Like To Do?” section click on “Start Your Career-Find a Commonwealth Job”. On the MassCareers Job Opportunities page click on “Job Search” and in the Keyword section type “Boston Harbor Island”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DCR is an Affirmative Action/Equal Opportunity Employer Opportunity Employer