



## **Visitor Services Supervisor (Regional Interpretive Coordinator)**

### **DCR Parks and Recreation**

#### **Responsibilities:**

Plans, implements, monitors and conducts interpretive, recreational and environmental education programs and public information services; designs and implements the installation of interpretive trails and walks, media productions, temporary exhibits and displays.

Promotes and publicizes the interpretive, recreational and environmental education programs of a specific area or administrative region of the Department; speaks to civic groups, Clubs, etc. regarding agency activities and programs.

Develops long range program plans with management; prepares and submits program budget requirements; and assists in the formulation of management plans for state forests, parks, heritage parks and reservations.

Trains and evaluates employees and volunteers in the skills and techniques of park interpretation and recreation programs; researches and prepares materials such as curriculum guides, brochures, pamphlets, maps, etc. for public distribution. Performs related duties such as preparing correspondence and reports; maintains a reference library; and develops and maintains records and files. Visitor Services Supervisor is a supervisory job.

**Salary is \$1,243.87 bi-weekly**

#### **TO APPLY:**

Please visit the State's Commonwealth Employment Opportunities (CEO) website for available positions and locations [www.mass.gov/ceo](http://www.mass.gov/ceo)

[www.mass.gov/dcr/employment.htm](http://www.mass.gov/dcr/employment.htm)

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