



SABLE POINTS LIGHTHOUSE KEEPERS ASSOCIATION

2023 RESIDENT VOLUNTEER KEEPER APPLICATION

Registration begins November 1, 2022. Please note that all schedules are created on a first come/first serve basis at the discretion of the Operations Manager. New applicants will be considered once a completed application packet is processed.

APPLICANT 1

NAME: _____ BIRTHDATE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

EMAIL: _____ CELL / HOME PHONE: _____

EMERGENCY CONTACT (NAME, RELATIONSHIP, PHONE): _____

APPLICANT 2

NAME: _____ BIRTHDATE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

EMAIL: _____ CELL / HOME PHONE: _____

EMERGENCY CONTACT (NAME, RELATIONSHIP, PHONE): _____

PLEASE CHECK ALL THAT APPLY

_____ I am a first time SPLKA volunteer.

_____ I have been volunteering since _____ (year). I last attended spring training in _____ (year).

_____ I am often available to fill in. Please consider me in the case of a cancellation (check all that apply):

Day Keeping _____ | 1-week tour _____ | 2-week tour _____ | Other (events/tasks as needed) _____

_____ I am also interested in volunteering for (check all that apply):

Day Keeping _____ | Bus Days _____ | Night at the Lights _____ | Other (events/tasks as needed) _____

_____ I would like to share my schedule with the keepers at the other lights.

FIRST-TIME APPLICANTS

All new applicants will be required to submit: a letter of interest (why you want to volunteer with SPLKA), a brief resume of previous work/volunteer experiences, and at least 2 letters of recommendation. All first-year volunteers are required to submit a background check and attend spring training. For further information, please reach out to the Operations Manager.

OFFICE USE ONLY: Membership _____ | CF _____ | Res. _____ | LOR (2) _____ | BG _____

2023 TOURS OF SERVICE SCHEDULE

Please select at least 3 tours in order of preference for which you are available and interested in volunteering. If you do not have a preference, please mark your selections with an 'X'. You may also select more than one lighthouse. *Please note: the first and last tours at each lighthouse are reserved for cleaning and preparing for opening/closing for the season. The lighthouse is not open to the public during those tours.* Duties will include (but are not limited to): inventory, maintenance projects, cleaning of the residence, tower, and gift shop, and packing/unpacking merchandise.

BIG SABLE POINT	LUDINGTON N. BREAKWATER	LITTLE SABLE POINT
1. _____ April 24 - May 8	1. _____ May 15 - 22	1. _____ May 15 - 22
2. _____ May 8 - 22	2. _____ May 22 - 29	2. _____ May 22 - 29
3. _____ May 22 - June 5	3. _____ May 29 - June 5	3. _____ May 29 - June 5
4. _____ June 5 - 19	4. _____ June 5 - 12	4. _____ June 5 - 12
5. _____ June 19 - July 3	5. _____ June 12 - 19	5. _____ June 12 - 19
6. _____ July 3 - 17	6. _____ June 19 - 26	6. _____ June 19 - 26
7. _____ July 17 - 31	7. _____ June 26 - July 3	7. _____ June 26 - July 3
8. _____ July 31 - Aug. 14	8. _____ July 3 - 10	8. _____ July 3 - 10
9. _____ Aug. 14 - 28	9. _____ July 10 - 17	9. _____ July 10 - 17
10. _____ Aug. 28 - Sept. 11	10. _____ July 17 - 24	10. _____ July 17 - 24
11. _____ Sept. 11 - 25	11. _____ July 24 - 31	11. _____ July 24 - 31
12. _____ Sept. 25 - Oct. 9	12. _____ July 31 - Aug. 7	12. _____ July 31 - Aug. 7
13. _____ Oct. 9 - 23	13. _____ Aug. 7 - 14	13. _____ Aug. 7 - 14
14. _____ Oct. 23 - Nov. 6	14. _____ Aug. 14 - 21	14. _____ Aug. 14 - 21
	15. _____ Aug. 21 - 28	15. _____ Aug. 21 - 28
	16. _____ Aug. 28 - Sept. 4	16. _____ Aug. 28 - Sept. 4
	17. _____ Sept. 4 - 11	17. _____ Sept. 4 - 11
		18. _____ Sept. 11 - 18

List the names of other applicants that you would like to be scheduled with. We will always place couples together but *cannot guarantee placement requests with friends*. Please keep accommodation requests minimal to prevent delays in scheduling.

1. _____ 2. _____ 3. _____

Other requests that should be considered while scheduling (i.e., arrival/departure days, personality conflicts, etc.):

PLEASE CHECK ALL THAT APPLY

_____ I would like to be assigned to more than one lighthouse for a total of _____ weeks with my selections in order of preference as indicated above.

_____ I would like to volunteer for _____ (#) consecutive weeks at (check which apply): LNBL _____ | BSP _____ | LSP _____

VOLUNTEER KEEPER CONDUCT POLICY

Our volunteers are a representation of our organization which seeks to "preserve, promote, educate the public, and make our lighthouses accessible to all." The Keeper Conduct Policy outlines our expectations and applies to all volunteers, regardless of years served. *Applications will not be considered if the policy is submitted without applicant's signature. If applying jointly, signatures of both applicants are required.*

Expectations:

1. Be inclusive, considerate, and respectful to your fellow keepers, guests, association, and staff. Do not argue or engage in physical, verbal, or emotional violence with guests, co-keepers, and staff. We will not tolerate discriminatory behavior or harassment of any kind.
2. As a representation of SPLKA, keepers should maintain a clean and neat appearance of self, the lighthouse, residence, gift shop, and grounds. Keepers should also dress appropriately (i.e., no bathing suits) and refrain from cell-phone use in front of guests while on duty (unless there is an emergency).
3. Communicate effectively, promptly, and appropriately with your fellow keepers and SPLKA staff (i.e., if a keeper is unable to serve an assigned shift for any reason, extra supplies are needed, you feel sick while on duty, etc.).
4. No alterations to any SPLKA facility or structure are permitted without prior approval from the Restoration Manager.
5. Diligently abide by all SPLKA and State Park rules, guidelines, and expectations.
6. Prioritize safety at the tower top.
7. Be collaborative, positive, and open-minded when interacting with co-keepers, staff, or guests.
8. Assist staff or co-keepers with all duties as assigned.
9. Complete tasks to the best of your ability. This includes handling cash and card payments honestly and accurately, managing guests and school groups, etc.
10. Understand lighthouse keeping is not a vacation, but a service opportunity.

By signing this document, I understand what is expected of me and that failure to abide by policies and expectations may result in my disqualification from future volunteer opportunities.

Signature 1

Signature 2 (if applicable)

Date

AGREEMENT & SIGNATURE

Please read the following and initial each item. If applying jointly, initials of each applicant are required.

_____ I am at least 18 years of age.

_____ I agree to submit all required application materials including: 2023 membership, confirmation fees, and supporting documents. I understand that all applications are date stamped received only after all materials are received and applicants will not be considered for scheduling until all application materials are submitted. I further understand that the submission of the application and all materials do not guarantee that I will be scheduled.

_____ FIRST-TIME APPLICANTS ONLY: I agree to a background check prior to scheduling. I also understand that the payment of any fees required for a background check are my own responsibility.

_____ I understand that my requests for accommodations are considered but cannot be guaranteed due to the complexity of scheduling keeper assignments.

_____ I understand that some responsibilities of volunteering require vigorous health. I further understand that I may be required to climb the lighthouse I am assigned to, walk up to a mile, handle unexpected emergencies, interact positively with the public, operate the gift shop, and perform any maintenance or cleaning projects that I may be assigned. My initials signify that I am physically capable of the aforementioned.

_____ I understand that as a volunteer resident keeper, I may be working 6 consecutive days without a day off. If scheduled, I further understand that I am agreeing to work at the lighthouses for approximately 8 hours a day for each day assigned to me.

_____ I understand that there is no compensation for this position.

_____ I agree to hold the Sable Points Lighthouse Keepers Association, its employees, and its representatives free from all claims, liabilities, and expenses.

_____ I understand that once I have submitted my application, any changes to the information included must be submitted to the Operations Manager in writing.

My initials and signature signify that I have read, understand, and agree to the policies and conditions as outlined above and within the Volunteer Keeper Conduct Policy. I hereby certify that all of the information provided by me within this application and supporting documents is true, correct, and complete to the best of my knowledge.

Signature 1

Signature 2 (if applicable)

Date