



SABLE POINTS LIGHTHOUSE KEEPERS ASSOCIATION 2023 VOLUNTEER DAY 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. You must be a current member of SPLKA to be a volunteer at any of our lights. For a membership application, please contact our office at splkaofficemanager@gmail.com.

NAME: _____

EMAIL: _____ CELL / HOME PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

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.

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

Bus Days _____ | Night at the Lights _____ | Other (events & tasks as needed) _____

_____ I am also available on days other than the assigned day keeping schedule. Please contact me if there is a need for a day keeper throughout the week.

_____ I am interested in day keeping at Big Sable if the opportunity is available. Please contact me with available dates.

_____ I am interested in day keeping at the White River Light Station & Museum. Please contact me with available dates.

FIRST-TIME APPLICANTS

All new applicants will be required to attend the annual spring training. The Operations Manager will be in contact with further information regarding spring training dates and details.

Please see the following page for tentative day keeping schedules.

2023 DAY KEEPING SCHEDULE

Please select which dates and times you are available for day keeping. If you'd like to volunteer for the entire day, please mark your selection with 'ALL'. If you are unable to volunteer for the whole day, please indicate your preferred shift by marking your selections with 'AM' or 'PM'. If you do not have a preference of an AM or PM shift, please mark your selections with an 'X'. You may select more than one lighthouse. *Please note that this is not a final schedule.*

SHIFT SCHEDULE

AM (9:30 AM–1:30 PM): AM shifts begin at 9:30 AM. Please meet your co-keepers at your assigned lighthouse by 9:30 AM to help with opening procedures.

PM (1:30–5:30 PM): PM shifts begin at 1:30 PM. Please arrive on time to relieve the AM keepers. Please stay for the entirety of your shift *including* closing procedures. Tickets to climb will be sold until 4:59 PM as we advertise hours until 5 PM.

LITTLE SABLE POINT LIGHTHOUSE (WEDNESDAY)	LUDINGTON N. BREAKWATER LIGHTHOUSE (THURSDAY)
1. _____ May 24	1. _____ May 25
2. _____ May 31	2. _____ June 1
3. _____ June 7	3. _____ June 8
4. _____ June 14	4. _____ June 15
5. _____ June 21	5. _____ June 22
6. _____ June 28	6. _____ June 29
7. _____ July 5	7. _____ July 6
8. _____ July 12	8. _____ July 13
9. _____ July 19	9. _____ July 20
10. _____ July 26	10. _____ July 27
11. _____ August 2	11. _____ August 3
12. _____ August 9	12. _____ August 10
13. _____ August 16	13. _____ August 17
14. _____ August 23	14. _____ August 24
15. _____ August 30	15. _____ August 31
16. _____ September 6	

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., personality conflicts, travel, etc.):

Please note: this schedule is for Ludington N. Breakwater and Little Sable only. Schedules for White River Light Station are created at the discretion of the WRLS Curator. If you are applying as a WRLS day keeper only, the WRLS Curator will be in contact with further information regarding scheduling and volunteer opportunities.

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 submitted without applicant's initials and signature.*

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.

Please read the following and initial each item:

_____ 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 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 or WRLS Curator in writing.

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

My initials and signature signify that I have read, understand, and agree to the policies and conditions as outlined above. I hereby certify that all of the information provided by me within this application is true, correct, and complete to the best of my knowledge. I understand what is expected of me and that failure to abide by policies or falsification of any facts will be cause for disqualification of current or future volunteer opportunities regardless of timing or circumstances of discovery.

Signature

Date