



SABLE POINTS LIGHTHOUSE KEEPERS ASSOCIATION

2024 RESIDENT VOLUNTEER KEEPER APPLICATION

Please note that all schedules are created on a first come/first serve basis at the discretion of the Operations Manager. All applicants will be considered once a completed application packet is processed. Applications submitted without payments are considered incomplete.

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):

1-week tour _____ | 2-week tour _____

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

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

FIRST-TIME APPLICANTS: *All new applicants will be required to submit a summary of previous work/volunteer experiences, 2 letters of recommendation, and a background check. An invitation to complete the background check will be sent by the Operations Manager once your application is processed. Invitations and information for Spring Training are sent by the Operations Manager in April.*

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

2024 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 22 - May 6	1. _____ May 13 - 20	1. _____ May 13 - 20
2. _____ May 6 - 20	2. _____ May 20 - 27	2. _____ May 20 - 27
3. _____ May 20 - June 3	3. _____ May 27 - June 3	3. _____ May 27 - June 3
4. _____ June 3 - 17	4. _____ June 3 - 10	4. _____ June 3 - 10
5. _____ June 17 - July 1	5. _____ June 10 - 17	5. _____ June 10 - 17
6. _____ July 1 - 15	6. _____ June 17 - 24	6. _____ June 17 - 24
7. _____ July 15 - July 29	7. _____ June 24 - July 1	7. _____ June 24 - July 1
8. _____ July 29 - Aug. 12	8. _____ July 1 - 8	8. _____ July 1 - 8
9. _____ Aug. 12 - 26	9. _____ July 8 - 15	9. _____ July 8 - 15
10. _____ Aug. 26 - Sept. 9	10. _____ July 15 - 22	10. _____ July 15 - 22
11. _____ Sept. 9 - 23	11. _____ July 22 - 29	11. _____ July 22 - 29
12. _____ Sept. 23 - Oct. 7	12. _____ July 29 - Aug. 5	12. _____ July 29 - Aug. 5
13. _____ Oct. 7 - 21	13. _____ Aug. 5 - 12	13. _____ Aug. 5 - 12
14. _____ Oct. 21 - Nov. 4	14. _____ Aug. 12 - 19	14. _____ Aug. 12 - 19
	15. _____ Aug. 19 - 26	15. _____ Aug. 19 - 26
	16. _____ Aug. 26 - Sept. 2	16. _____ Aug. 26 - Sept. 2
	17. _____ Sept. 2 - 9	17. _____ Sept. 2 - 9
		18. _____ Sept. 9 - 16

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

1. I would like to be assigned to _____ (#) consecutive weeks at my selected lighthouse.
2. I would like to be assigned to more than one lighthouse for a total of _____ (#) weeks in order of preference indicated.
3. _____ I am available to volunteer with the day keepers during my tour, knowing I will not have a day off during my tour.

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. *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. Avoid discussing personal religious and political views with co-keepers and guests. We will not tolerate discriminatory behavior or harassment of any kind.
2. Communicate effectively, promptly, and appropriately with your fellow keepers and SPLKA staff.
3. Be collaborative, positive, and open-minded when interacting with co-keepers, staff, or guests.
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. Maintain a clean and neat appearance of self, the lighthouse, residence, gift shop, and grounds.
8. Assist staff or co-keepers with all duties as assigned.
9. Complete tasks to the best of your ability, honestly, and accurately.

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 and signatures of each applicant are required.

_____ I am at least 18 years of age.

_____ I agree to submit all required application materials including: 2024 membership, Resident Keeper fee, and supporting documents. I understand that all applications are stamped with the date they are received by SPLKA after all materials are received and applicants will not be considered for scheduling until all application materials are submitted. I further understand that submitting an 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 cash register, 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.

Signature 1

Signature 2 (if applicable)

Date