



SABLE POINTS LIGHTHOUSE KEEPERS ASSOCIATION

2024 VOLUNTEER DAY KEEPER APPLICATION

Please note that all schedules are created on a first come/first serve basis at the discretion of the Operations Manager & WRLS Curator. You must be a current member of SPLKA to be a volunteer at any of our lights. For a membership application, please go to www.splka.org/membership.html or contact our office at office@splka.org.

APPLICANT 1

NAME: _____ BIRTHDATE: _____
EMAIL: _____ CELL / HOME PHONE: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
EMERGENCY CONTACT (NAME, RELATIONSHIP, PHONE): _____

APPLICANT 2

NAME: _____ BIRTHDATE: _____
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 _____ | WRLS Concerts _____ | Other (tasks/events) _____

FIRST-TIME APPLICANTS: *All new applicants will be required to submit a brief summary of previous volunteer/work experiences, two letters of recommendation, and attend Spring Training (invites are sent in April by the Operations Manager).*

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

2024 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.

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 are sold until 4:59 PM.**

BIG SABLE POINT LIGHTHOUSE (MONDAY)	LITTLE SABLE POINT LIGHTHOUSE (WEDNESDAY)	LUDINGTON N. BREAKWATER LIGHTHOUSE (THURSDAY)
1. _____ July 1	1. _____ May 22	1. _____ May 23
2. _____ July 8	2. _____ May 29	2. _____ May 30
3. _____ July 15	3. _____ June 5	3. _____ June 6
4. _____ July 22	4. _____ June 12	4. _____ June 13
5. _____ July 29	5. _____ June 19	5. _____ June 20
	6. _____ June 26	6. _____ June 27
<i>Big Sable Point will be open 7 days/week in July 2024.</i>	7. _____ July 3	7. _____ July 4
	8. _____ July 10	8. _____ July 11
	9. _____ July 17	9. _____ July 18
<i>*BSP AM shift begins at 9 AM to provide enough time for keepers to open by 10 AM.</i>	10. _____ July 24	10. _____ July 25
	11. _____ July 31	11. _____ August 1
	12. _____ August 7	12. _____ August 8
	13. _____ August 14	13. _____ August 15
<i>*BSP PM shift begins at 1 PM to provide enough time for PM keepers to relieve AM keepers by 1:30 PM.</i>	14. _____ August 21	14. _____ August 22
	15. _____ August 28	15. _____ August 29
	16. _____ September 4	

This is not a final schedule. You may not be assigned to every shift selected.

Please list any accommodation requests below (i.e., personality conflicts, availability, etc.). Please keep accommodation requests minimal to prevent delays in scheduling. Placement requests with friends cannot be guaranteed.

_____ 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.

2024 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.

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 are sold until 4:59 PM.**

WHITE RIVER LIGHT STATION & MUSEUM		
1. _____ May 25	1. _____ June 1	1. _____ July 4
2. _____ May 26	2. _____ June 2	2. _____ July 6
3. _____ May 28	3. _____ June 8	3. _____ July 7
4. _____ May 29	4. _____ June 9	4. _____ July 13
5. _____ May 30	5. _____ June 15	5. _____ July 14
6. _____ May 31	6. _____ June 16	6. _____ July 20
	7. _____ June 22	7. _____ July 21
	8. _____ June 23	8. _____ July 27
	9. _____ June 29	9. _____ July 28
	10. _____ June 30	
1. _____ August 3	1. _____ September 1	1. _____ October 5
2. _____ August 4	2. _____ September 7	2. _____ October 6
3. _____ August 10	3. _____ September 8	3. _____ October 12
4. _____ August 11	4. _____ September 14	4. _____ October 13
5. _____ August 17	5. _____ September 15	5. _____ October 19
6. _____ August 18	6. _____ September 21	6. _____ October 20
7. _____ August 24	7. _____ September 22	7. _____ October 26
8. _____ August 25	8. _____ September 28	8. _____ October 27
9. _____ August 31	9. _____ September 29	

*This is **not** a final schedule. You may not be assigned to every shift selected.*

Please list any accommodation requests below (i.e., personality conflicts, availability, etc.). Please keep accommodation requests minimal to prevent delays in scheduling. Placement requests with friends cannot be guaranteed.

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VOLUNTEER KEEPER CONDUCT POLICY & AGREEMENT

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. *Please read the following and initial each item. 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. 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.

_____ I am at least 18 years of age.

_____ I understand that my requests for accommodations and selected shifts 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 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 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(s) 1: _____ 2: _____ Date: _____