



SABLE POINTS LIGHTHOUSE KEEPERS ASSOCIATION

DAY KEEPER VOLUNTEER – ROLE DESCRIPTION

TITLE: Day Keeper Volunteer (unpaid)

REPORTS TO: Operations/Site Manager

LOCATION: Big Sable Point, Little Sable Point, Ludington N. Breakwater, White River Light Station

ROLE AVAILABILITY: Up to 6 volunteers (depending on location), May—October

TIME COMMITMENT: 4-8 hours weekly or as needed

ROLE SUMMARY & IMPACT

The Day Keeper Volunteer creates a positive experience for guests in the gift shop and tower at any SPLKA site. The volunteer filling this role will work alongside other volunteers to increase SPLKA's visibility in the community, contribute to organizational fundraising, and support historical preservation and education efforts. This role is necessary in advancing SPLKA's position as a leading lighthouse preservation organization.

RESPONSIBILITIES

1. Greets guests upon arrival and creates a welcoming and positive environment.
2. Ensures the safety of guests in and at the top of the tower.
3. Contributes to fundraising through merchandise and/or tower climb sales in the gift shop and track sales by completing daily reports.
4. Provides guests with accurate and relevant information and/or responds to questions.
5. Creates a positive educational experience for school groups.
6. Manages large groups of people to prevent overcrowding in high-traffic areas.
7. Maintains visual appeal of gift shop displays, grounds, and high-traffic guest areas.
8. Respectfully communicates with guests of various ages and ethnic backgrounds.
9. Maintains positive relationships with Association's volunteers, staff, and stakeholders.
10. Other tasks as assigned by SPLKA staff.

DESIRED SKILLS & QUALIFICATIONS

1. A genuine interest in local and maritime history, knowledgeable of the historical significance of lighthouses, and passionate about historical preservation and education.
2. Experience operating Square or similar point-of-sale system preferred; or demonstrates a desire to learn and use technology.
3. Experience managing large groups of people and/or working with students.
4. Ability to work individually and with a team in fast-paced settings.
5. An attitude of tolerance and respect for differing opinions.

OTHER REQUIREMENTS

1. Holds a SPLKA membership at the associate membership level or higher.
2. Completes initial and ongoing volunteer training.
3. A sense of flexibility and cooperation.
4. Ability to climb up to 130 steps, walk up to 1 mile, sit, or stand for extended periods of time.
5. Attention to detail and accuracy.

The mission of the Sable Points Lighthouse Keepers Association is to preserve, promote, educate the public, and make our lighthouses accessible to all.



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TRAINING OPPORTUNITIES & REQUIREMENTS

All SPLKA volunteers are required to attend SPLKA’s annual spring training every three years or as needed based on organization needs. Volunteers will have access to written training materials (Keeper’s Guide) and gift shop point-of-sale instructions specific to the lighthouse to which they are assigned. Additional/on-site training may be provided as needed, but must be scheduled in advance with the operations manager or site manager.

BENEFITS

1. Flexible scheduling.
2. Volunteer discount (30%) on merchandise in any SPLKA gift shop while volunteering.
3. Free tower climbs at any SPLKA lighthouse during the operating season.
4. Discounted admission price to The Port of Ludington Maritime Museum with SPLKA-issued name tag.
5. Eligible for tax deductions on related expenses such as: mileage, gas, toll-fees, and parking-fees.

HOW TO SIGN-UP

Anyone interested in applying to be a Day Keeper Volunteer will need to submit a volunteer application for the current/upcoming season. All first-year applicants will need to submit a brief summary of past or current volunteer/work experiences and two (2) letters of reference. Applications can be submitted online or mailed to PO Box 673, Ludington, MI 49431. Additional materials may be mailed to SPLKA or sent to office@splka.org.

For the Day Keeper Volunteer application, visit <https://splka.org/ways-to-connect/volunteer.html>.

Day keeping shifts are posted on WhenToWork.com as “unassigned.” Volunteers may sign-up for any “unassigned” shift which best fits their schedule. WhenToWork sign-in instructions will be sent to volunteers not already in the system by the operations and/or site manager once a volunteer application is received by SPLKA.

Thank you for your interest in volunteering with Sable Points Lighthouse Keepers Association! Our volunteers are essential to helping SPLKA fulfill its mission to “preserve, promote, educate the public, and make our lighthouses accessible to all.”

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