

Tour Guide

Supervisor: Programs Manager
Objective: Educate visitors about the Ponce Inlet Lighthouse and Central Florida history.
Responsibilities: Complete Tour Guide training, give tours of the lighthouse, museum buildings and grounds to tour groups. Relate historical facts, stories and anecdotes.
Qualifications: Love history and have a desire to share it; have good communication skills; able to talk before a group of people; able to walk for 2-3 hours (not necessary to climb the tower).
Time Commitment: Weekdays - 1 to 2 days per week (depending upon tour bookings), 1 to 3 hours per tour.
Optional commitment: Give independent tours to the general public for 2-3 hours once a week. Tours may be given in uniform.
Additional Requirements: Attendance at monthly Volunteer training meetings. Be a reliable, enthusiastic and friendly representative of the lighthouse.

Tower Guide

Supervisor: Programs Manager
Objective: Educate visitors about the Ponce Inlet Lighthouse.
Responsibilities: Take Tour Guide training; relate historical facts, stories and anecdotes about the lighthouse.
Qualifications: Love history and have a desire to share it; good communication skills; able to climb the tower. Be a reliable, enthusiastic and friendly representative of the lighthouse.
Time Commitment: Weekday - 1 to 2 days per week (depending upon tour bookings), 1 to 3 hours per tour.

Living History Interpreter

Supervisor: Programs Manager
Objective: Educate and entertain lighthouse visitors.
Responsibilities: Become a historical character, and play the part at special events.
Qualifications: Love history, enjoy playing someone else. Must be willing to put in the time to thoroughly research and develop your character. Be a "ham". Must be reliable.
Time Commitment: Necessary time to learn the character, rehearse and play the character at special events.

Costuming Assistant

Supervisor: Programs Manager
Objective: Provide costumes for living history interpreters.
Responsibilities: Design and make period clothing, with or without a pattern
Qualifications: Experienced seamstress. Must be reliable.
Time Commitment: Once a costume is designed for a particular event, be able to spend the necessary time to finish it on schedule.

Workshop Instructor

Supervisor: Programs Manager
Objective: Educate the public about historical topics.
Responsibilities: Help develop and conduct workshops on a variety of lighthouse related topics.
Qualifications: Enjoy history and have a desire to share it; be able to work with students of all ages; have good communication skills; be reliable.
Time Commitment: Necessary time to develop and rehearse workshop, as well as 2 hours per workshop session.

Office Assistant

Supervisor: Programs Manager
Objective: Assist office staff in general office duties.
Responsibilities: Assist with mass mailings, copy documents, make training manuals, do filing, and other duties as assigned.
Qualifications: Able to use computer, familiar with Microsoft Word and Excel. Must be reliable.
Time Commitment: Once or twice a week, 8am to noon, or noon to 4pm.

Special Events Assistant

Supervisor: Programs Manager
Objective: To assist in special events; meeting and greeting visitors.
Responsibilities: Assist staff during special events; various duties.
Qualifications: Outgoing, organized, able to stand for extended periods of time. Team player. Able to train quickly and be flexible. Be a reliable, enthusiastic and friendly representative of the lighthouse.
Time Commitment: One or two evenings or weekends per month

Promotional Events Assistant

Supervisor: Programs Manager
Objective: Promote lighthouse at off-site events.
Responsibilities: Drive to promotional events throughout Central Florida, set up display table, distribute promotional materials and talk about the lighthouse with the general public.
Qualifications: Must enjoy meeting the general public and talking about the lighthouse. Be able to think and make decisions quickly, and be flexible. Be able to carry boxes of promotional material, portable table display, and possibly a table and chair. Be a reliable, enthusiastic and friendly representative of the lighthouse.
Time Commitment: 4 to 12 hours, 1-2 times a month (depending upon events being held)
Additional Requirements: Lighthouse will pay mileage and expenses.

Transcription Assistant

Supervisor: Curator
Objective: Read copies of handwritten documents from the National Archives and type these into computer files.
Responsibilities: Reading and accurately typing into computer files documents dating back to the early 1800s.
Qualifications: Patience, good eyesight, accurate typing, knowledge of Microsoft Word, ability to use a laptop or a computer. Must be reliable.
Time Commitment: 2-3 hours per week on Tuesdays and/or Thursdays during business hours.
Additional Requirements: Ability to work independently but as part of a team.

Greeter

Supervisor: Programs Manager
Objective: Talk with visitors, before they enter Gift Shop, and promote the lighthouse. Meet tour groups, explain lighthouse rules, wristband, and let them onto the grounds for self-guided tour.
Responsibilities: Work alone. Learn some basic lighthouse information (both historical and administrative).
Qualifications: Must enjoy talking to people. Must be reliable.
Time Commitment: Weekdays - 1 to 2 days a week (depending on the time of the year), and 2 to 4 hours per day.
Weekends – 1 weekend per month (depending on the time of the year), and 2 to 4 hours per day.



Volunteer Here

You are invited to become a volunteer at one of the premier, restored lighthouse complexes in the United States.

Just indicate your volunteer interests, tear off this form and return it to the address on the other side

- Tour Guide
- Tower Guide
- Living History Interpreter
- Costuming Assistant
- Workshop Instructor
- Office Assistant
- Special Events Assistant
- Promotional Events Assistant
- Transcription Assistant
- Greeter

PLEASE PRINT

Name: _____

Address: _____

Phone: _____

Email: _____

Cut Off

ALL POSITIONS REQUIRE INITIAL TRAINING WITH SUPERVISOR. SOME REQUIRE ADDITIONAL TRAINING

Return to:

**Bob Callister
Programs Manager
Ponce Inlet Lighthouse
4931 S. Peninsula Dr.
Ponce Inlet, FL 32127**

OR

**Drop off at any Gift
Shop desk**

Cut Off

**To Volunteer
OR
for more information about
Volunteering**

Contact:

**Bob Callister
Programs Manager
386-761-1821**

bobcallister@ponceinlet.org

**Ponce Inlet Lighthouse
4931 S. Peninsula Dr.
Ponce Inlet, FL 32127**

www.ponceinlet.org



**Volunteer
at the**

**Ponce Inlet
Lighthouse**

