



JUPITER INLET LIGHTHOUSE *a n d M u s e u m*

VOLUNTEER APPLICATION

Name: _____

Address: _____

City/Zip: _____

Phone Number: _____ Cell Phone: _____

E-mail: _____ Current Member level: _____

EDUCATION

High School (year): _____ College (year): _____ Degree: _____

Are you currently enrolled as a student?: _____ Name of School _____

If applicable, number of hours needed _____ Is this for High school credit hours or an internship? _____

Minimum Age is 15. Are you 15 years old or older? Yes No

GENERAL INFORMATION

Date of Birth: _____ Valid US Driver's License or School ID: _____

Photocopy made by staff must be attached. Please have your ID with you during your first interview.

SS# _____ Required for mandatory background check.

Emergency Contact & Phone Number: _____

Relationship to you _____

Any previous volunteer experience?: _____

EMPLOYMENT

Current Occupation: _____

Current Employer: _____

Work skills and experience (Office skills, software, foreign languages, etc): _____

Special Interests/

Hobbies: _____

Are you capable of climbing the Lighthouse on a daily basis (please circle)? Yes No

Are you able to speak in front of people comfortably (please circle)? Yes No

If yes, would you be interested in learning to give tours (please circle)? Yes No

REFERENCES

Please list 2 local verifiable personal references:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Please list the reasons you are interested in volunteering:

Please circle areas of interest:

- Lighthouse Tour Docent Museum Front Desk Tindall Docent Gift Shop Multi-Services Volunteer
- Snack Shop Clerical Children’s Programs Workshops/Lectures Special Events Gardening

**Please mark the locations you are interested in and the shifts you are available.
Minimum of 1 shift per week:**

| | TUE | WED | THURS | FRI | SAT | SUN |
|----------|-----|-----|-------|-----|-----|-----|
| AM SHIFT | | | | | | |
| PM SHIFT | | | | | | |
| LH - DB | | | | | | |

Please mark months available:

Jan __ Feb __ Mar __ Apr __ May __ Jun __ Jul __ Aug __ Sep __ Oct __ Nov __ Dec __

Your Signature: _____ Date: _____

Please detach this completed form and return to:
Jupiter Inlet Lighthouse & Museum
Attention: Volunteer Program Administrator
500 Captain Armour’s Way, Jupiter, FL 33469



JUPITER INLET LIGHTHOUSE *a n d M u s e u m*

VOLUNTEER APPLICATION STEPS

BECOME A MEMBER: Members are the heart of the Jupiter Inlet Lighthouse & Museum and many give generously of their time through the museum's volunteer program. The volunteer program affords a variety of opportunities and positions that assist with the operation of the Lighthouse & Museum as well as programs and special events throughout the year.

VOLUNTEER APPLICATION: After individual has expressed interest in the Jupiter Inlet Lighthouse & Museum, he or she must read and complete a Volunteer Application. The application assists the Society in placing applicant in the most appropriate position and location. Each applicant must choose a primary area to commit to, but may serve in multiple areas as well. The application should be mailed to the Museum to the attention of the Volunteer Applications.

INTERVIEW: After the individual's application is reviewed, an interview with the Volunteer Program Coordinator will be scheduled. Training requirements, responsibilities and work shifts will be discussed during the interview. All applicants are notified of the results of the interview.

PLACEMENT: Each accepted applicant is placed according to his or her qualifications and interests as well as the needs of the Society. The Volunteer Program Coordinator will contact the Volunteer to schedule training.

TRAINING: On the first day of training the Volunteer will be given specific information pertaining to the historical site and information corresponding to their assigned position. Volunteer will also receive a LRHS training name badge which should be worn at training and on all shifts.

VOLUNTEER POSITION OVERVIEW & HOURS OF OPERATION:

Jupiter Inlet Lighthouse and Museum

Open Tue-Sun, (7 Days a week, January-April,) 10 AM—5 PM. Located in Lighthouse Park, Jupiter

Lighthouse Tour Docent: Conduct small group tours of the Jupiter Inlet Lighthouse, grounds and Oil House. Training is provided by shadowing experienced Docent. Docents climb the lighthouse tower on tours. Training manual is provided. Please let us know if you are fluent in a foreign language. Docents will arrive 15 minutes prior to shift for duty updates.

AM shift: 9:45 am—1:00 pm or PM shift: 1:00pm—5:00 pm

Museum Docent: Conduct group tours of the Museum interpreting permanent exhibit of native flora and fauna, Seminole Indian artifacts, early pioneer artifacts, shipwreck displays **or** current exhibit. Training is provided by shadowing experienced Docent. Training manual is provided. Docents will arrive 15 minutes prior to shift for duty updates.

Tour shift: 10:00 am—1:00 pm, Docents are scheduled as needed for special tours.

Gift Shop & Admissions: Volunteers work inside the Gift Shop assisting visitors with purchases and replenishing stock. Operate POS system. Training is provided by staff. Docents will arrive 15 minutes prior to shift for duty updates.

Gift Shop & Admissions: AM shift: 10:00 am—1:00 pm or PM shift: 1:00 pm—5 pm

Museum Front Desk: Volunteers greet visitors, answer general telephone questions, provide informational material to visitors. Computer and iPad use helpful. Training is provided by staff.* Docents will arrive 15 minutes prior to shift for duty updates.

Museum: AM shift: 10:00 am—1:00 pm or PM shift: 1:00pm—5:00 pm

Multi-Services: Cross-train in several areas and fill in shifts periodically as needed. Requires flexibility in schedule. Training will be provided by staff and shadowing docents.

Clerical: Assists staff with clerical help & mailings Tuesdays-Fridays. Hours will vary by project.

Special Events: Gate security and safety patrol, assistance with weddings and other special events. Special events throughout the year. May require periodic evening hours.

*Minimum 1 shift per week commitment, year round resident preferred.

All volunteers should arrive at least 15 minutes before their shift starts to get daily updates and instructions.

Regular Docent meetings and free Lecture Series are available for continued education.

REV 01/16

Jupiter Inlet Lighthouse & Museum “Volunteer Philosophy”

As the Society, we will provide for you:

- ◆ An interesting opportunity to provide public service at a historical site
- ◆ Professional orientation and training
- ◆ A supportive climate where volunteers can perform and grow
- ◆ Meaningful, necessary tasks to be done
- ◆ Recognition and reaffirmation of individual's worth
- ◆ Opportunity for new friendships
- ◆ Educational workshops and lectures pertaining to the society's mission
- ◆ An opportunity to promote the history of the southeast region where the Loxahatchee River meets the Jupiter Inlet

As a volunteer, we ask you to:

- ◆ Choose an assignment appropriate to your interests, abilities, and time
- ◆ Treat each visitor with courtesy, respect & a smile
- ◆ Establish a regular schedule & be punctual
- ◆ Participate in all prescribed training programs
- ◆ Follow prescribed procedures of job performance, including changes
- ◆ Notify your supervisor when you have arranged for a substitute or need one
- ◆ Serve three months' provisional status
- ◆ Participate in continuing education
- ◆ Serve as a “goodwill ambassador” for the society
- ◆ Join the Jupiter Inlet Lighthouse & Museum
- ◆ Enjoy yourself and let us know how to better our volunteer programs & share in evaluations