



**JUPITER INLET LIGHTHOUSE  
& MUSEUM**

**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: \_\_\_\_\_

(Please have your driver's license with you during your first interview.) Photocopy made by staff must be attached.

Social Security Number required at interview to complete 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      Children’s Programs      Special Events      Gardening

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

	MON *JAN-APR	TUE	WED	THURS	FRI	SAT	SUN
AM SHIFT 10AM—2PM							
PM SHIFT 1PM—5PM							

**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 Applications**  
**500 Captain Armour’s Way, Jupiter, FL 33469**



## **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 & Museum**

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

**Lighthouse Tour Docent:** Conduct group tours of the Jupiter Inlet Lighthouse, grounds and Tindall House. Training is provided by shadowing experienced Docent. 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—2:00 pm or PM shift: 1:00pm—5:00 pm

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

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

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

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

**Tindall House Docent:** Volunteers conduct tours of the Tindall Pioneer House. Training is provided by shadowing experienced Docent. Training manual is provided.

Tindall Shift: 11:00am—3:00pm

**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.

**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.

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### ***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
- ◆ 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