



Operated by the Loxahatchee River Historical Society, Inc.

## **Job Position: Volunteer Coordinator:**

Reports to: Executive Director

Schedule: Full-Time; Sunday – Thursday, 9am-5pm, special events and evenings as needed

Benefits Included.

Our waterfront national heritage site welcomes visitors from around the world! We're seeking a talented and qualified individual to join our team. A key position, vital to our success, you'll organize recruitment, training and supervision of docents and volunteers for our tours, programs, and special events.

### **Full Job Description:**

- On site duties
  - Ensure all site volunteer positions are covered
    - Available to be on site when needed or if a volunteer is unavailable
  - Available to provide needed materials to docents throughout the site
  - Step in to cover tours or other site-related tasks when there is no available docent and interact with visitors while covering these roles
  - Assist education department - fill docent roles for programs, tours, and events
- Volunteer/docent scheduling
  - Scheduling in Volgistics software to ensure that there is coverage in all locations on site
- Recruiting and training
  - Develop new ways to recruit docents and high school volunteers
    - Attend volunteer fairs and community outreach programs
  - Update docent training materials and volunteer records
  - Conduct interviews, orientations, and training of new volunteers
  - Conduct annual safety review with Volunteers
- Docent Organization (DOOR) liaison
  - Attend docent meetings monthly as a representative of LRHS and to record docent feedback to be implemented by staff
  - Develop docent committees with DOOR and keep up communications

- Organize the annual Docent Luncheon event
  - Implement and maintain volunteer recognition programs (i.e., Docent of the Month, and luncheon yearly awards)
- Manage summer intern program

#### Qualifications:

- Enthusiasm for history and museum education
- Higher education in History, Museums or Education preferred
- Previous tour guide, museum docent or attractions experience preferred
- Previous scheduling experience preferred
- Must have reliable transportation to and from work
- Ability to primarily work weekends, alternate days, evenings or special events as needed
- Bi-lingual preferred
- Ability to climb the Jupiter Inlet Lighthouse, up to 156 feet from ground level, potentially numerous times per day
- Ability to cross train on tours and at Gift Shop Visitor Service counter
- Must possess good oral communication & public speaking skills, and politeness & excellent customer service
- Able to handle emergency situations with calm authority and enforce site's policies
- Interact well with others in a team environment
- Ability to follow instructions and give direction by various means of communication such as phone, two-way radio and computer
- Excellent time management & punctuality, dependability & flexibility
- Professionalism in manner and appearance

#### To Apply

Email your cover letter and resume to Katrina Heller, Interim Executive Director, at [jobs@jupiterlighthouse.org](mailto:jobs@jupiterlighthouse.org) (no phone calls or walk ins please)

The Jupiter Inlet Lighthouse & Museum is an Equal Opportunity Employer and will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, advancement, training and other conditions of employment against any employee or job applicant on the basis of race, creed, color, disability, gender or national origin.

Jupiter Inlet Lighthouse & Museum is operated by the Loxahatchee River Historical Society, Inc., a 501(c)3 nonprofit organization in Jupiter, Florida.  
Learn more about us at [www.jupiterlighthouse.org](http://www.jupiterlighthouse.org).