



## **Job Position: Weekend Site Staff, part time**

Hours: 9:30am to 5:30pm, and occasional evenings; Saturday & Sunday

Salary: \$12 per hour

### **Job Description**

The primary function of the Site Staff is to provide a pleasant, enjoyable, and safe experience for the guest while interpreting history and nature at the Jupiter Inlet Lighthouse & Museum.

### **Duties & Responsibilities**

- Responsible for safety procedures in the tower, at the top of the lighthouse and on-site
- Responsible for conducting guided tours daily. Accurately share a brief history of the Lighthouse and the history of Jupiter
- Inform any visitors of rules and regulations
- Cross Train as cashier in the Gift Shop selling admissions and merchandise
- Perform basic maintenance and custodial duties, including blowing debris off walkways, decks, porches and staircases
- Assist maintenance in keeping buildings clean
- Clean and restock items throughout the site
- Monitor restrooms in Museum, Gift Shop, and Quarterdeck as needed
- Set up tables, chairs, etc. for meetings, weddings, and special events
- Assist wedding coordinator with weekend ceremonies

### **Qualifications**

- Enthusiasm for history and museum education
  - Higher education in History, Museums or Education a plus
- Previous tour guide, museum docent or attractions experience preferred
- Must have transportation to and from work
- Ability to primarily work weekends, alternate days, evenings or special events as needed
- Bi-lingual preferred

### **Skills & Abilities**

- Ability to climb the Jupiter Inlet Lighthouse, up to 156 feet from ground level, numerous times per day

- Must possess good oral communication & public speaking skills
- Excellent customer service
- Able to handle emergency situations with calm authority
- Must be able to sit and remain alert for a minimum of 4 hours and up to 10 hours
- Must be able to spend time standing, and walking, on surfaces such as concrete, wood, metal, as well as slippery and wet surfaces
- Must be able to perform duties requiring bending at the neck, waist, shoulders, twisting and rotating hands, elbows and forearms; frequent squatting and crouching
- Interact well with others in a team environment
- Ability to follow instructions and take direction by various means of communication such as phone, two-way radio and computer
- Ability to read and write in English, and perform basic mathematical calculations to accurately complete paperwork
- Proper time management & punctuality
- Professionalism in manner and appearance
- Dependability and flexibility
- Ability to enforce the site's policies
- Willingness to follow direction
- Ability to cross train on site, at Museum front desk, and Gift Shop Visitor Services counter
- Must be able to lift 40 lbs. and use of handheld truck

### **To Apply**

- Email your cover letter and resume to Operations Manager, Katrina Heller at [jobs@jupiterlighthouse.org](mailto:jobs@jupiterlighthouse.org)
- Please do not call.

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.