



# 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 16. Are you 16 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? Yes No

Are you able to speak in front of people comfortably? Yes No

If yes, would you be interested in learning to give tours? 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 check areas of interest:** *(descriptions on the next page)*

- Site captain                      Site Lookout                      Tower Master                      Site Keeper                      Site Pioneer
- Tour Specialist                      Gift Shop                      Museum Desk                      Event Volunteer

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

|                           | MON<br>*JAN-APR | TUE | WED | THURS | FRI | SAT | SUN |
|---------------------------|-----------------|-----|-----|-------|-----|-----|-----|
| AM SHIFT<br>9:30AM—1:30PM |                 |     |     |       |     |     |     |
| PM SHIFT<br>1PM—5PM       |                 |     |     |       |     |     |     |

**Please check 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

### **1. Site Captain** – the gate keeper to our exciting and expansive natural site

Duties include: The friendly and welcoming first face of the site! You are the first person guests see as they approach the site. You will provide general information to guests about how to purchase tickets, what is included on the site, and what the day's activities include.

### **2. Site Lookout** – the eyes above Jupiter at the top of the 1860 lighthouse

Duties include: The commander at the top of the lighthouse! You are the docent that tells about the operation of the lighthouse and shows our guests the beautiful surrounding area.

\*\* Must enjoy heights and be able to climb 105 steps!

### **3. Tower Master** – the director of lighthouse climbs

Duties include: The chief docent in charge of directing guests in climbing up the tower.

### **4. Site Keeper** – the docent lead of our brand new Keeping the Light Exhibit

Duties include: Leading tours of the Keeper's Exhibit and answering questions as guests explore.

### **5. Site Pioneer** – the principal guide to our historic Tindall Pioneer Homestead

Duties include: Guiding guests through a time period before electricity to give them a taste of Old Jupiter.

### **6. Quartermaster** – the most dynamic volunteer position on site

Duties include: You are the roaming volunteer helper that goes where needed!

### **7. Tour Specialist** – the expert docent to lead guests through 5000 years of history

Duties include: You will be trained in our full hour-long historical walking tour to give to excited guests at specific times throughout the day. This will include giving tours using a microphone and headsets.

### **8. Museum Front Desk** - greet visitors and provides informational material to visitors.

### **9. Gift Shop & Admissions:** work inside the Gift Shop assisting visitors with ticket and merchandise purchases

#### **All qualified applicants must:**

- \* Be friendly and welcoming
- \* Be able to follow rules and clearly communicate rules to others
- \* Have excellent communication skills
- \* Be reliable and responsible

#### ***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
- ◆ Join the Jupiter Inlet Lighthouse & Museum
- ◆ Enjoy yourself and let us know how to better our volunteer programs & share in evaluations