Job Position: Volunteer Coordinator & Group Tour Assistant
Schedule: Tuesday – Saturday 9am-5pm + Special Events & Programs as needed.
Reports to: Katrina Heller, Operations Manager

Full Job Description:

The primary function of the Volunteer Coordinator is to ensure that interests of volunteers of the Loxahatchee River Historical Society are served and the organization remains well staffed. A volunteer coordinator must be outgoing and communicate effectively with a variety of people to ensure that the mission of LRHS is being honored. This person must be a team player who enjoys working with individuals of various backgrounds and ages. Must possess good oral communication skills and be able to follow instructions and give direction by various means of communication such as phone, two-way radio, and computer.

Responsibilities:

-Volunteer Coordinator
Conduct orientation, recruitment, interviewing, and training of volunteers
Attend volunteer fairs and community outreach programs
Update and maintain volunteer records
Develop training programs for volunteers
Schedule volunteers
Ensure communication between staff & volunteers
Implement / maintain volunteer recognition programs
Answer phones in Gift shop as well as visitor’s questions as needed
Coordinate all volunteerism for the major lighthouse events; Rendezvous at the Light, Luminary Luncheon, Wild & Scenic Film Festival, and weddings
Be the point planning person for Volunteer Luncheon & Volunteer Appreciation Socials

-Group Tour Assistance
Conduct daily & month programs such as Field Trips, Sunset Tours, Private Adult Tours
Assist the Program Director in booking group tours
Provide shifts in the gift shop, onsite or in the museum
Must be able to work irregular schedules, and in temperatures & weather extremes
Must be able to meet all company’s requirements and agree to all requirements and policies as outlined in the employee handbook
Must be able to perform and complete basic housekeeping duties

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
Skills & Abilities

• Ability to climb the Jupiter Inlet Lighthouse, up to 156 feet from ground level, potentially numerous times per day
• Ability to cross train in Museum front desk and 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

• Must be able to lift 40 lbs. and use of handheld truck/ dolly
• Must be able to sit and remain alert for a minimum of 4 hours up to 10 hours.
• Must be able to spend time standing, and walking, and 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
• Ability to read and write in English, and perform basic mathematical calculations to accurately complete paperwork

To Apply
Email your cover letter and resume to Operations Manager, Katrina Heller at jobs@jupiterlighthouse.org

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.