

**Onsite Educational Tour Guide**

**Supervisor:** Programs Manager  
**Objective:** Educate visitors about the Ponce Inlet Lighthouse and Central Florida history.  
**Responsibilities:** Complete Tour Guide training, give tours of the lighthouse, museum buildings and grounds to tour groups. Relate historical facts, stories and anecdotes.  
**Qualifications:** Love history and have a desire to share it; have good communication skills; able to talk before a group of people; able to walk for 2-3 hours (not necessary to climb the tower).  
**Time Commitment:** Weekdays - 1 to 2 days per week (depending upon tour bookings), 1 to 3 hours per tour.  
**Optional commitment:** Give independent tours to the general public for 2-3 hours once a week. Tours may be given in uniform. May be asked to greet visitors and promote the lighthouse during high visitation days or weeks.  
**Additional Requirements:** Attendance at monthly Volunteer training meetings. Be a reliable, enthusiastic and friendly representative of the lighthouse.

**Tower Monitor**

**Supervisor:** Programs Manager  
**Objective:** Educate visitors about the Ponce Inlet Lighthouse.  
**Responsibilities:** Complete tower monitor training; relate historical facts, stories and anecdotes about the lighthouse.  
**Qualifications:** Physically fit; possess an outgoing and friendly personality; comfortable talking with visitors of all ages; assertive, friendly, courteous, outgoing, and well-organized.  
**Time Commitment:** Weekday - 1 to 2 days per week (depending upon tour bookings), 1 to 3 hours per tour.

**Living History Interpreter**

**Supervisor:** Programs Manager  
**Objective:** Educate and entertain lighthouse visitors.  
**Responsibilities:** Become a historical character, and play the part at special events.  
**Qualifications:** Willing to thoroughly research historic figures and the time period during which they lived, comfortable dressing in costume and portraying someone else, good sense of humor a flare for the dramatic; possess a friendly, outgoing, energetic, and engaging personality. Theater and/or historic reenactment experience a plus.  
**Time Commitment:** Adequate time to thoroughly research and develop a historic character. 4-8 hours per event.

**Costuming Assistant**

**Supervisor:** Programs Manager  
**Objective:** Provide costumes for living history interpreters.  
**Responsibilities:** Design, custom fit, and make period clothing, with or without a pattern for historic reenactors and interpreters.  
**Qualifications:** Experienced seamstress or tailor. Must be reliable.  
**Time Commitment:** Once a costume is designed for a particular event, be able to spend the necessary time to finish it on schedule.

**Onsite Workshop Facilitator**

**Supervisor:** Programs Manager  
**Objective:** Enrich the overall experience of lighthouse visitors and students through the delivery of hands-on interactive programs and activities related to the social and maritime history of the Ponce Inlet Lighthouse.  
**Responsibilities:** Help develop and conduct workshops on a variety of lighthouse related topics.  
**Qualifications:** Enjoy history and have a desire to share it; be able to work with students of all ages; have good communication skills; be reliable.  
**Time Commitment:** Necessary time to develop and rehearse workshop, as well as 2 hours per workshop session.

**Administrative/Curatorial Assistant**

**Supervisor:** Programs Manager  
**Objective:** Assist office staff in general office duties.  
**Responsibilities:** Assist with mass mailings, copy documents, make training manuals, do filing, and other duties as assigned.  
**Qualifications:** Able to use computer, familiar with Microsoft Word and Excel. Must be reliable.  
**Time Commitment:** Once or twice a week, 8am to noon, or noon to 4pm.

**Curatorial Assistant/Transcription Assistant**

**Supervisor:** Curator  
**Objective:** Transcribe tape-recorded and video-recorded oral history interviews. Read copies of handwritten documents from the National Archives and type these into computer files.  
**Responsibilities:** Accurately transcribe oral history interviews using a computer. Reading and accurately typing into computer files documents dating back to the early 1800's.  
**Qualifications:** Fast, accurate typing; knowledge of Microsoft Word; familiarity with computers as word processors. Must be reliable.  
**Time Commitment:** 2-3 hours per week during Monday-Friday business hours, after initial training.  
**Additional Requirements:** Ability to work independently but as part of a team.

**Lighthouse Ambassador**

**Supervisor:** Programs Manager  
**Objectives:** Promote the Ponce Inlet Lighthouse at off-site events.  
**Responsibilities:** Drive to promotional events throughout Central Florida, set up display table, distribute promotional materials and talk about the Ponce Inlet Lighthouse and Museum with the public.  
**Qualifications:** Must enjoy meeting new people and talking about the lighthouse; capable of thinking "on your feet" and making appropriate decisions quickly and independently; possess an outgoing, friendly, and engaging personality. Must be physically capable of setting up a booth (tent, table, chairs, displays, etc.) with (and sometimes without) the assistance of others.  
**Time Commitment:** 4 to 8 hours (depending on event)  
**Additional Requirements:** Lighthouse pays mileage and expenses

**Maintenance Department Assistant**

**Supervisor:** Maintenance Manager  
**Objective:** Assist Maintenance staff with any task that volunteer is trained to do.  
**Responsibilities:** Yard work, painting, other tasks as assigned by supervisor.  
**Qualifications:** Must possess basic building maintenance skills, and be willing to do any task as assigned by supervisor. Must be reliable.  
**Time Commitment:** Must be available 1 to 3 weekdays per week from 9:30am to 12pm or from 12:30pm to 3pm.

**Educational Workshop Assistant**

**Supervisor:** Gift Shop Manager  
**Objective:** Assist workshop facilitators with the presentation of educational workshops.  
**Responsibilities:** Organizing workshop materials, setting up and breaking down workshops, assisting with content delivery, monitoring participants and assisting as needed.  
**Qualifications:** Possess an outgoing and friendly personality; comfortable leading students and visitors of all ages in hands-on activities; friendly, courteous, outgoing, and organized.  
**Time Commitment:** Necessary time to develop and rehearse workshop, as well as 2 hours per workshop session

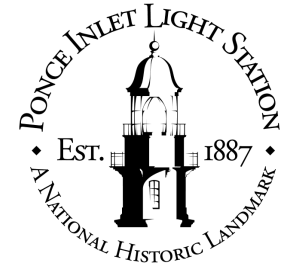
**Educational Outreach Facilitator**

**Supervisor:** Programs Manager  
**Objective:** Travel to public and private schools to deliver educational outreach programs in K-12 classrooms throughout Volusia County in an effort to promote student awareness and appreciation for the maritime and social history of the Ponce Inlet Lighthouse.  
**Responsibilities:** Facilitate hands-on interactive educational workshops on a variety of lighthouse related topics.  
**Qualifications:** Enjoy history and have a desire to share it; be able to work with students of all ages; have good communication skills; be reliable.  
**Time Commitment:** Necessary time to develop and rehearse workshop, as well as 2 hours per workshop session.

**Special Event Assistant**

**Supervisor:** Programs Manager  
**Objective:** Assist Program Manager during planned events to ensure things run smoothly.  
**Responsibilities:** Assist with event setup; greet arriving guests and help with guest registration; interact with guests; circulate during event and address issues as they arise; other duties as assigned.  
**Qualifications:** Possess a friendly, outgoing, and engaging personality; be reliable and exceptionally organized..  
**Time Commitment:** One or two evenings or weekends per month

**PLEASE NOTE: ALL VOLUNTEER MUST COMPLETE THE INTITIAL VOLUNTEER TRAINING PROGRAM. ADDITIONAL TRAINING IS PROVIDED FOR EACH POSITION. GROUP VOLUNTEER TRAINING SESSIONS /MEETINGS ARE SCHEDULED ON A MONTHLY BASIS.**



**Volunteers Needed!**

**HELP ENSURE THE PONCE INLET LIGHTHOUSE CONTINUES TO SHINE FOR THIS AND FUTURE GENERATIONS BY BECOMING A LIGHTHOUSE VOLUNTEER TODAY!**

To apply, simply choose your areas of interest, fill in the contact information below, and mail the completed form to the address on the opposite side.

Cut Off

- Onsite Educational Tour Guide
- Tower Monitor
- Living History Interpreter
- Costuming Assistant
- Onsite Workshop Facilitator
- Administrative Assistant
- Curatorial/Transcription Assistant
- Lighthouse Ambassador
- Maintenance Department Assistant
- Gift Shop Assistant
- Educational Outreach Facilitator
- Special Event Assistant

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**PLEASE PRINT**

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

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

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

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

## FOUR WAYS TO SUBMIT

### By Mail

Ponce Inlet Lighthouse  
4931 S. Peninsula Dr.  
Ponce Inlet, FL 32127

### In Person

Drop completed form off at any  
Gift Shop Register

### By Fax

Fax completed form to  
(386) 761-3121

### By Email

Email this completed form to  
the museum programs manager  
Mary Wentzel at  
[mwentzel@ponceinlet.org](mailto:mwentzel@ponceinlet.org)

Cut Off

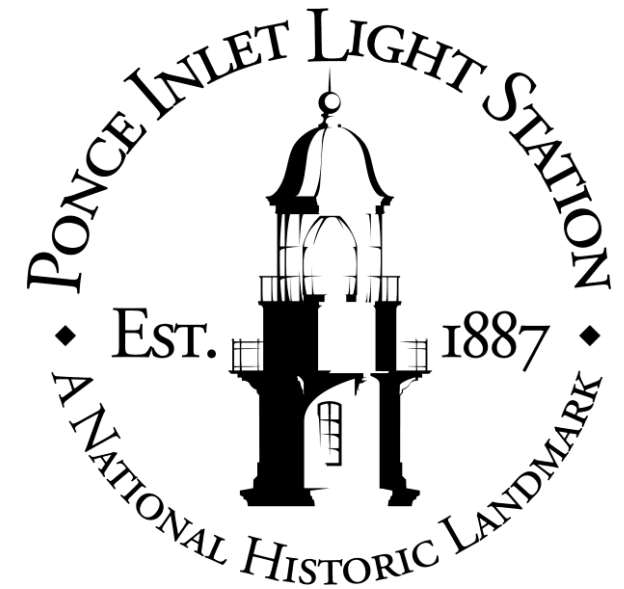
Please Contact  
Programs Manager  
Mary Wentzel  
by phone at  
(386) 761-1821ext. 18  
or by email at  
[mwentzel@ponceinlet.org](mailto:mwentzel@ponceinlet.org)  
for more information about  
becoming a Ponce Inlet  
Lighthouse Volunteer

### Mailing Address

Ponce Inlet Lighthouse  
4931 S. Peninsula Dr.  
Ponce Inlet, FL 32127

### Website

[www.ponceinlet.org](http://www.ponceinlet.org)



**Volunteer  
at the  
Ponce Inlet  
Lighthouse**