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 to a group of people; able to walk for 2-3 hours (not necessary to walk 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, outgoing, friendly, 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 plus 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: Educate 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: Experience teaching history and have a desire to share it; be able to walk 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 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 1800s.
Qualifications: Fast, accurate typing; knowledge of Microsoft Word; familiarity with 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
Objective: 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 to 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. 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.

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PLEASE PRINT

Name:__________________
Address:__________________
Phone:__________________
Email:__________________

Pleasenote: All Volunteer必须 complete the Initial 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.

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Onsite Educational Tour Guide
Tower Monitor
Living History Interpreter
Costuming Assistant
Curatorial Assistant/Transcription Assistant
Onsite Workshop Facilitator
Curatorial Assistant
Lighthouse Ambassador
Administrative/Assistant Curatorial/Transcription Assistant
Lighthouse Ambassador
Gift Shop Assistant
Special Event Assistant
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Email:__________________
Phone:__________________

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

Please Contact Programs Manager Mary Wentzel by phone at (386) 761-1821 ext. 18 or by email at 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

Volunteer at the Ponce Inlet Lighthouse