

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

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

Cut Off

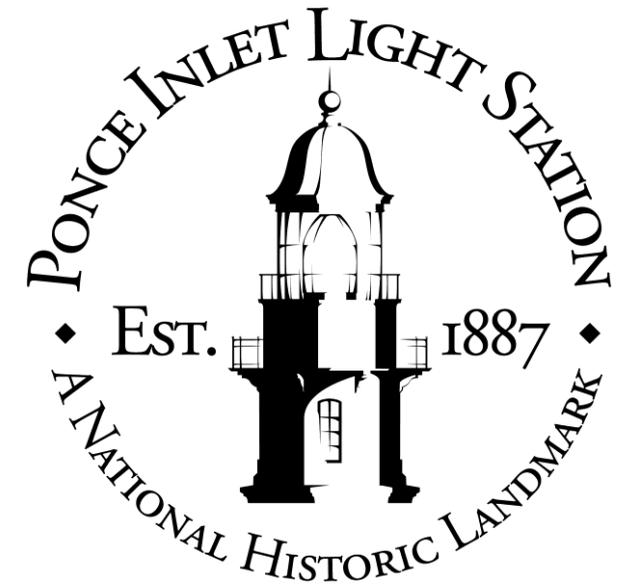
Please Contact
Programs Manager
Mary Wentzel
by phone at
(386) 761-1821ext. 18
or by email at
mwentzel@ponceinlet.org
for more information about
becoming a Ponce Inlet
Lighthouse Volunteer

Mailing Address

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

Website

www.ponceinlet.org



**Volunteer
at the
Ponce Inlet
Lighthouse**