

Wind Point Lighthouse Keepers



The Village of Wind Point is pleased to announce the recruitment and selection process for the Wind Point Lighthouse Keepers! This brochure provides background information on the Wind Point Lighthouse, as well as the requirements for the Keepers position. **Candidates should apply by 4:00 p.m. on June 15, 2017** by submitting an online application form. The link to the online application form is available at windpointlighthouse.org/employment.

About the Lighthouse

Located in the Village of Wind Point in Racine County, Wisconsin, the Wind Point Lighthouse stands 108 feet tall and is listed on the National Register of Historic Places. The lighthouse was built in 1880 and was designed by Orlando Metcalfe Poe who had served in the Civil War as a Brigadier General. It was lit for the first time on November 15, 1880 and continues to be lit to this day. The lighthouse grounds are open to the public daily, and the tower is open for private and public tours several times per year. The Village Hall is located in the main building and serves as the official meeting location for the Village of Wind Point. The hall is also available for special events and private reservations, along with the south lawn of the lighthouse grounds. The Wind Point Police Department is also headquartered on the lower floor of the main building.



Lighthouse Keepers - Background

Wind Point Lighthouse was staffed and operated by the National Park Service and the U.S. Coast Guard until their departure in 1964. From 1964 through 1997, the lighthouse was leased to the Village of Wind Point by the U.S. Coast Guard and staffed by the Village with a curator/caretaker and family. In 1997, the National Park Service awarded ownership of the lighthouse to the Village with the conditions that the property is maintained as a park and historic monument. The Village has continued to utilize Lighthouse Keepers to care for the property who live rent-free in the keeper's quarters on-site in return for provision of necessary services.

Because this is a live-in position with a diverse set of requirements, this position is ideally suited for a couple. In this instance, both individuals would be expected to reside on the premises year-round and follow all standards and expectations of the position.

Historical Highlights

1880 – First illuminated on November 15th using a kerosene “Aladdin’s” lamp and third-order Fresnel Lens.

1924 – Became second of all Great Lake lighthouses to be electrified.

1964 – Lens replaced with fully automated system and fog horn was dismantled.

1980 – Added to National Register of Historic Places.

1984 – Tower re-opened to the public for Racine 150th anniversary.

1997 – U.S. Coast Guard transferred property to Village of Wind Point to maintain as monument and park grounds.

Position Responsibilities

The Lighthouse Keepers serve as Ambassadors of the lighthouse and are responsible for representing the property with enthusiasm and respect for its historic significance. The Keepers interact with various members of the public and perform a range of duties, from cleaning and groundskeeping, to managing facility rentals and coordinating volunteers. A more complete list of responsibilities is provided on page 4 of this brochure. While this position is not a full-time “job,” it is a full-time commitment, and an ideal candidate or candidates would be able to devote some time during weekdays, evenings and weekends as needed, especially during the busier months. In exchange for the work, the Keepers are provided residence in the Keeper’s Quarters with utilities at no charge, as well as a commission (10%) of facility rentals.

The lighthouse property under the care of the Keepers consists of the tower and attached Keepers' Quarters and other buildings on property (fog horn building, fuel house, two storage buildings, garage/bathroom). The light at the top of the tower is maintained by the U.S. Coast Guard. The Keepers are also responsible for the surrounding grounds, from the lakefront to grass field located west of the garage.

Many maintenance activities are self-initiated by the Keepers and should be carefully coordinated with other staff members to minimize disruption to scheduled events. It is ultimately the Lighthouse Keepers' responsibility to ensure that the buildings and grounds are well-groomed, in good repair and safe.

The Keepers are expected to assist the Village of Wind Point in off-setting maintenance costs by coordinating revenue-generating activities, such as facility rentals, memorial brick garden orders, private group tours and assisting with other fundraising activities. The Lighthouse Keepers report directly to the Village Administrator/Clerk-Treasurer with oversight from the Village Board of Trustees and Lighthouse Committee. The Keepers also coordinate with the Deputy Treasurer/Court Clerk, Public Works Supervisor, Police Chief and other Village employees as necessary. Good communication among staff members is an essential component of this position.

The Lighthouse Keepers position offers a unique and once-in-a-lifetime opportunity for individuals who are passionate about the heritage of the lighthouse, interacting with others and carrying out a variety of responsibilities entailed with the position!



About the Keepers' Quarters

The Lighthouse Keepers reside in the Keepers' Quarters, located on the west end of the first floor of the main building along with the entire second floor. It is approximately 1,700 square feet of living area in total. The first floor has a private entrance with a kitchen, dining room and living room. The kitchen cabinets and appliances were updated in 2015. There is a staircase off the living room that goes to the second floor, where there is an office, two guest rooms, a master suite with a master bath and sitting area, a guest bath, a laundry room and storage areas. There is also a basement area for storage and two spaces for vehicles in the garage. Furniture is not provided with the Keepers' Quarters, but a refrigerator, dishwasher, microwave, range, washer and dryer are provided. A brief video tour of the Keepers' Quarters can be viewed online at windpointlighthouse.org/employment.



Application and Selection Process

Candidates should apply by 4:00 p.m. on June 15, 2017 by submitting an online application form. The link to the online application form is available at windpointlighthouse.org/employment. Please note that hard copy applications, resumes or other materials will not be accepted. If you have any questions about the online application form, please contact employment@windpoint.org.

A committee will review the list of applicants and schedule interviews with semi-finalists during the Summer of 2017. It is anticipated that the successful applicants will be selected by the end of the summer, with an opportunity to move in and begin sometime between September 2017 and March 2018. Employment will be subject to successful completion of a background check and drug test.



Job Description Summary

The following is a summary of the Lighthouse Keepers' position and is not intended to be a comprehensive list of duties or skills involved with the position.

Key Responsibilities

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| <i>Ambassadorial</i> | Represent the lighthouse with enthusiasm and respect for its historic significance. Interface with various members of the public, including visitors, Village representatives, volunteers, media, community partners and other individuals. |
| <i>Communications</i> | Professional and timely responses to phone, e-mail and mail inquiries. Assist with promotional and informational content for website, social media, brochures and other communications. |
| <i>Facility Rentals</i> | Manage the facility reservation process and coordinate rentals, including pre- and post- event clean-up. Meet and communicate with prospective renters of the hall and south lawn. Set up events and meetings for the Village. |
| <i>Lighthouse Tours</i> | Supervise all activities and presentations for public and private tours, including cleaning and set-up the day prior. Manage reservations and payments for public tours using online reservation system. |
| <i>Volunteer Coordination</i> | Recruit, train and schedule volunteers to assist with lighthouse tours and other projects on the grounds. |
| <i>Supervision of Grounds</i> | Help maintain peace and order on the property, especially on high traffic days when parking or other issues may arise. |
| <i>Cleaning</i> | Ensure the hall, public restrooms and all other public areas are clean and well-maintained. Conduct regular inspections; clean and replenish paper inventories as needed. |
| <i>Groundskeeping</i> | Maintain outdoor areas including lawns and gardens. Keep walkways clear of snow and ice. Coordinate with Village public works and other volunteers for special projects. Inspect areas for maintenance needs. Maintain tools and equipment; set-up/take down holiday decorations. |
| <i>Other/Coordination</i> | Report to Village Administrator and provide assistance with annual reports, budgeting and other projects as required. Provide monthly work logs and report on maintenance issues. Attend periodic meetings as requested. Manage lighthouse use calendar. |

Key Skills & Attributes

- Knowledgeable or interested in learning about lighthouses and Racine area maritime history.
- Pleasant, outgoing personality that will make visitors feel welcome; comfortable speaking with groups and individuals.
- Strong work ethic and ability to do cleaning/groundskeeping; understanding of facility maintenance.
- Well-organized and able to manage lighthouse activities schedule and respond to inquiries in a timely manner.
- Computer skills are preferred, including Microsoft Word, Outlook and Excel.
- At least one of the Keepers must be physically able to climb all stairs of the tower to periodically inspect the structure and give tours; at least one of the Keepers must be physically able to lift up to 50 pounds.