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

Ambassadorial	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.
Communications	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.
Facility Rentals	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.
Lighthouse Tours	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.
Volunteer Coordination	Recruit, train and schedule volunteers to assist with lighthouse tours and other projects on the grounds.
Supervision of Grounds	Help maintain peace and order on the property, especially on high traffic days when parking or other issues may arise.
Cleaning	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.
Groundskeeping	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.
Other/Coordination	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.