

Volunteer Manual:

Cheboygan River Front Range Light

Project Overview:

Our keepers have three primary areas of duty. They include the gift shop, the lighthouse, and ground maintenance. During your time, your mission is to provide an enjoyable and hospitable environment for visitors entering the lighthouse. Collecting donations, operating the gift shop, bookkeeping and other daily cleaning procedures will be necessary.

Standards:

- ***The Lighthouse:*** Keepers will emphasize safety precautions for the visitors as they proceed up into the tower. Keepers will regulate the number of people in the tower to 2 people in the lantern at one time. Daily cleaning of the lantern is necessary as well as sweeping down the tower stairs.
- ***The Gift Shop:*** An important duty of the keepers will be to staff the gift shop. You will be trained to operate an Apple Ipad using the Square app to make transactions. Daily cleaning of the gift shop including folding t-shirts, dusting, vacuuming, and sweeping will be necessary. *Only merchandise approved by the gift shop manager is to be sold in the gift shop.*
- ***The Building/Grounds Maintenance:*** Sweeping down buildings, mowing the lawn, planting flowers, watering flowers, changing lightbulbs, etc. Keepers are asked to dispose of all trash in a plastic trash bag and leave it in the gift shop after you check-out of the lighthouse for a GLLKA staff to transport to the Mackinaw City dumpster.

Hours of Operation:

- ***Summer Hours:*** Thursday – Sunday 10:00 am – 5:00 pm unless noted on the schedule. Open days change for special events or holidays.
- ***Fall Hours:*** Saturday & Sunday 10:00 am – 5:00 pm
- ***Keeper Training*** will be scheduled the day before you are scheduled to be a keeper. If you are working a summer shift, training will be Wednesday's at 2:00 pm; as such, fall shifts will be Friday's at 2:00 pm.

Living Quarters:

Bedroom 1: One twin bed – located on second floor

Bedroom 2: One queen bed – located on second floor

Bedroom 3: One twin bed – located on first floor

Kitchen: Stove, microwave, refrigerator, and coffee maker

Bathroom 1: One with toilet/sink combo; the other with stand up shower – both located on first floor

Bathroom 2: toilet/sink combo on second floor

What to bring:

- Food
- Soap/shampoo
- Bath towels
- Bedding: Sheets, blankets, pillowcases (sleeping bags work well on the beds)

GLLKA will supply trash bags, paper towels, toilet paper, and cleaning supplies.

Must remove all food and personal belongings with you when you leave. Do not leave any food in the refrigerator.

The Crib Light:

The City of Cheboygan owns the Cheboygan Crib Light in Gordon Turner Park and has given us permission to take visitors for a tour inside the lighthouse in return for our maintaining and cleaning the structure. If you notice the Crib light needs sweeping or cleaning and have time to spare, please do so. You will receive the key to the Crib light and to the Range light during your training day. If visitors wish to tour the Crib light, you will need to drive your own vehicle to the light, open the light for their tour, then lock the light and return to the Range light.

General conduct of Keepers:

Keepers should always strive to provide visitors to the lighthouse with a positive and enjoyable experience. Keepers receive a 20% discount during their volunteer session if they would like to purchase GLLKA or CFRL merchandise to wear during their keeper session. Keepers cannot use their discount for other guests NOT currently volunteering.

Keepers must store personal belongings in designated areas during open hours.

Keepers may not do any building restoration during their volunteer session unless it is approved by the Executive Director and a GLLKA staff member or Board member must be present during the restoration work.

No smoking - No Alcohol - No Pets

Program fees and refund policies:

Keeper fees –

5-night summer session is \$125 per person for the first 2 participants. \$50 for each additional participant up to 4 total.

3-night fall session is \$75 per person for the first 2 participants and \$25 for each additional participant up to 4 total.

The fee must be paid within 7 days of registration to secure your session. If payment is not made within 7 days of registration your scheduled session will open back up to other volunteers.

If you cancel 30 days or more prior to your scheduled session, you will receive a full refund of your total Keeper fee less a \$25 Administration fee. Cancel between 30 days and 7 days prior to your scheduled session and you will receive a 50% refund of your total Keeper fee. Cancel less than 7 days prior to your scheduled session, **no refund** will be given.

You must be a GLLKA member in good standing to participate in GLLKA's volunteer programs. Membership fee will not be refunded if you cancel your keeper session.

We hope you will find your time as a volunteer keeper at the Cheboygan River Front Range Light to be both enjoyable and rewarding. Please feel free to contact our office should you have any questions or concerns.

Katie Mistic
Office Manager

Jim Tamlyn
Executive Director

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