

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 grounds 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 maintain a record of sales, operate a basic cash register, collect cash and make change. 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 Mackinaw City dumpster.

Hours of Operation:

- ***Summer Hours:*** Thursday – Sunday 10:00 am – 5:00 pm unless noted on the events calendar on our website. 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 schedule 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, pillow cases (sleeping bags work well on the beds)

GLLKA will supply trash bags, paper towel, 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 clean up 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 are encouraged, but not required, to wear GLLKA shirts to distinguish them from the public. These shirts can be purchase in the gift shop. Keepers receive a 20% discount during their volunteer session. Keepers cannot use their discount for other guests NOT currently volunteering. No smoking is permitted inside the building. Smoking outside must be done well away from all building and all waste materials must be picked up and disposed of properly. No alcoholic beverages are allowed on the premises. No pets.

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.

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Office Manager

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Jim Tamlyn
Executive Director

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