

## **Volunteer Coordinator & Historical Interpreter – Tybee Island Light Station & Museum**

Reports to: Executive Director and Director of Operations

Location: Tybee Island Light Station & Museum, 30 Meddin Drive, Tybee Island, GA 31328

Position: Staff (Full Time; Hourly)

Schedule: Wed-Sun 8:30AM-4:30PM; **Weekends Required**

- \$19.23/hour

\*Must be able to climb the lighthouse, be a team player, have strong computer skills, and lift up to 15 pounds. This job requires the employee to work both inside and outside in heat/cold, and wet/humid conditions

### **Duties**

- Make sure there is adequate decent coverage of buildings for the day
- Willingness to acquire knowledge of the Tybee Island Historical Society, the Tybee Island Light Station & Museum, and its history
- Manage the volunteer calendar
- Recruit and train new volunteers and distribute all necessary volunteer info
- Manage community service workers including scheduling, monitoring, and paperwork
- Assist with volunteer training as needed
- Give a monthly report to the Board Member who reports on volunteers
- Monitor site (including climbing the tower) daily to make sure it is safe and secure for visitors, enforcing rules with guests when necessary
- Help the Director of Programming & Membership (DPM) conduct tours & educational activities
- Help the DPM with reservations, scheduling, and payments
- Assist with after-hours events as needed
- Help to answer phones & keep site tidy, clean, safe, and running smoothly for visitors
- Be out and about greeting and talking with visitors
- Opening and closing site as needed
- Plus, any additional tasks that the Executive Director or Director of Operations assigns

Send resumes to [nicole@tybeelighthouse.org](mailto:nicole@tybeelighthouse.org). No phone calls or drop-ins please.

### Position Analysis/Specifications

	N/A	OCCASIONAL	FREQUENT	CONSTANT
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying 10lbs or less			X	
11 lbs to 25 lbs		X		
26lbs to 50 lbs		X		
51lbs to 70lbs	X			
Public Speaking				X

### Environmental Factors

	Yes	No	Limited
Working Outside	X		
Working Inside	X		
Working Closely with Others	X		
Excessive Cold/Heat	X		
Excessive Humidity/Dampness	X		
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners			X
Walking on Uneven Surfaces	X		
Motorized Equipment or Vehicles	X		
Working with Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders		X	
Climbing Stairs	X		