

# Pointe aux Barques Lighthouse Assistant Keeper Program

## **2021 Handbook**

Since 2002, the Pointe aux Barques Lighthouse in Lighthouse County Park has been operated as a museum by the Pointe aux Barques Lighthouse Society (PABLS). The museum is open daily in the summer and the lighthouse tower is open to climb on specified dates. A nearby gift shop is generally open six days a week. In the early 1900s, a second residence was built near the lighthouse that served as the assistant keeper's house. PABLS is now using the assistant's keeper's house for its "Assistant Keeper Program."

### ACCOMODATIONS

From June through September, your group of two to four adults 18 years of age or older can spend a week at the assistant keeper's house acting as "Lighthouse Keepers." In return for payment of the rental fee and your agreement to provide volunteer services, Assistant Keepers are provided lodging in the assistant lighthouse keeper's dwelling overlooking the scenic shores of Lake Huron. Keepers will also be entered into our roles as members of PABLS for 2021.

Accommodations include two bedrooms, each with queen-sized bed, thus sleeping up to four adults. The assistant keeper's house has a large living/dining room, a fully-equipped kitchen, and one full bathroom with a walk-in shower. The quarters are heated, but not air conditioned. Bring your own linens; a washer and dryer are available in the basement. Household items such as bathroom tissue, paper towels, laundry soap and cleaning supplies are provided. Bring your own food and toiletries.

Please note that the house's original dining room, which is just to the left of the front door, is used by Pointe aux Barques Lighthouse Society officers as an office. They may use the office occasionally, but will always announce their presence before entering and, except in emergencies, will only use the office between the hours of 10:00 a.m. and 4:00 p.m.

Maximum occupancy of the living quarters is four people. We are not able to accommodate overnight guests. Parking for two vehicles is provided.

The rental charge/fee is \$100 per person per week, plus applicable state tax. A credit card will be required to be on file for incidentals. If the assistant keeper's house is not left in the same condition as it was found, a \$250 cleaning fee will be assessed.

### REQUIREMENTS AND ELIGIBILITY

The 2021 Assitant Keeper Program is available from July through September. Minimum stay is one week. Keepers serve in teams of two to four adults which can be made up of family members and friends. Due to the significant obligations Keepers are undertaking, we are unable to accommodate children. No pets are allowed. Smoking is not allowed in the assistant keeper's house, lighthouse or gift shop.

All Keepers will report to and work under the guidance of a designated PABLS Board Member. The primary responsibilities of Keepers include greeting visitors and acting as docents by giving

tours and providing information about the lighthouse, the life-saving station, and the local Thumb area. Duties may include keeping the gift shop neat and restocked, as well as receiving and pricing merchandise. In addition, keepers will be asked to perform facility maintenance such as sweeping floors, vacuuming, dusting and taking out the garbage. Keepers may also be asked to assist with exterior building and grounds maintenance. Keepers' presence at the lighthouse also helps with on-site security for this historic location.

Keepers will rotate duties throughout the week. You will be instructed on safety precautions during orientation; please emphasize these precautions to our guests, especially when the tower is open, paying particular attention to limits on numbers of persons allowed in the tower at one time. At least two Keepers will be responsible for being on duty Wednesday through Sunday, at a minimum between the hours of 10:00 a.m. through 5:00 p.m. The total commitment per person will not exceed 35 hours per week, but the total time commitment may be less if your group includes three or four persons. Participants must be comfortable speaking to the public and in good health.

## ARRIVAL AND DEPARTURE

Keepers are scheduled for a minimum of one week. Check-in is on Tuesday and check-out is on Monday. Keepers are asked to arrive no later than 3:00 p.m. on the first Tuesday of their stay and to check-out no later than 11:00 a.m. on the last Monday of their stay. In the event of any delays, please let us know at (989) 768-0046.

An orientation session will be held after you have moved in. You will be issued a lanyard with keys and a name tag which should be worn at all times you are on duty. Keep your keys with you at all times. When your stay is over, turn in your name tag and lanyard (\$100.00 fee for non-returned keys).

## ORIENTATION AND TRAINING

This Handbook and a Docent Manual will be provided to all Keepers prior to check-in, and it is expected that this information will be reviewed thoroughly prior to arrival. All Keepers will be expected to attend an orientation session upon arrival.

## APPLICATION PROCESS

Interested individuals must complete the PABLS Assistant Keeper Program Application form and mail it and the other required documents to:

PABLS Assistant Keeper Program  
P.O. Box 172  
Port Austin, MI 48467

or scan the form and required documents and email them as pdf files to Mimi Herrington at [mimiherrington@comcast.net](mailto:mimiherrington@comcast.net). For further information, including a list of available weeks, email Mimi or call (989) 768-0046

## ADDITIONAL RULES

### General

Upon arrival, Keepers must read and sign a Release of Liability and Assumption of Risk.

Keepers are expected to be neat, well-groomed and appropriately attired when on duty. All Keepers must present themselves in the professional manner befitting hosts at an historic site.

Keepers are permitted to bring their vehicles up to the front of the assistant keeper's house to unload and load their vehicles only on check-in and check-out days.

### Exterior Appearance

One of your duties is to keep the exterior of the lighthouse and surrounding area clean and attractive. Dispose of all trash in the trash cans provided. The use of campers and tents is permitted in the campground only. Keepers' vehicles must be parked in spaces designated for this purpose. Do not leave personal items such as beach towels, chairs, shoes, and rafts on the porches and sidewalks or in other outdoor areas of the lighthouse.

### Lighthouse Security

Please lock the door to the assistant keeper's house when none of the Keepers is "at home". All exterior doors to the lighthouse and gift shop are locked by the Lighthouse Park manager or PABLS Board members when not open to the public. Generally, you will be expected to work and be on site only during hours the lighthouse and gift shop are open. We recommend that you do not keep any unnecessary valuable items in the assistant keeper's house or on the Lighthouse Park grounds. PABLS is not responsible for items that may be lost or stolen.

### The Collections

The collections on display in the lighthouse are valuable historical materials through which PABLS preserves and interprets the lighthouse, the life-saving station, and their significance to the economic and social development of the Thumb of Michigan and the State generally. Please do not move any artifacts without the permission of the PABLS President.

### Image and Identification

Keepers should always strive to provide visitors to Lighthouse Park with a positive experience similar to what they would find at other historical sites open to the public. Clothing should be casual and comfortable, but suitable for greeting visitors. Shorts and t-shirts are appropriate, but the following items are not: tank tops; bathing suits; excessively worn clothing; and bare feet. Everyone will be given name tags to wear which identify them as Keepers. Please wear your name tag at all times when you are on duty. Keepers are encouraged, but not required, to wear a Pointe aux Barques shirt available for purchase at a discount in the gift shop.

### General Conduct of Keepers

No smoking is permitted inside the buildings. Smoking outside must be done well away from all buildings, and all waste materials must be picked up and disposed of properly. No open flames of any kind are allowed inside the historic buildings. No alcoholic beverages are allowed in the

Lighthouse or gift shop. No pets are permitted inside the historic buildings including the assistant keeper's house, except seeing-eye dogs or similar service animals.

#### Lighthouse County Park Regulations

You must comply with the Lighthouse County Park regulations, a copy of which you will be provided upon check-in.

#### Public Relations

Keepers who receive inquiries from the press or other media regarding the Pointe aux Barques Lighthouse or Lighthouse County Park should refer them to a PABLS Board member.

#### Gift Shop Discounts

Keepers are entitled to a 20% discount on purchases made in the gift shop only during the week(s) of your stay. The discount applies to purchases made for your personal use and may not be extended to friends or relatives who may visit during your stay.

#### Storm/Emergency Policy

Responsibility for closing the facilities remains with the Park Manager. When the facilities are open to the public during storms or other community emergencies, Keepers will be expected to be at their positions.

#### Guests

PABLS understands that friends and relatives are very interested in this unique experience and may want to visit while you are here. However, please observe the following rules:

- No overnight guests are permitted.
- Guests are required to park their vehicles in the lighthouse parking area.
- Guests are not permitted to help in the gift shop or the lighthouse and are asked not to visit with the Keepers while on duty.

#### Important Telephone Numbers

Fire/Police (emergency) -- 911

Larry Becker, PABLS Board Member -- (586) 243-1838

Lighthouse County Park Manager (May 1 – October 15) -- (888) 265-2583. Press 3 at the prompt for the "Lighthouse" park manager.

Working as a keeper is a rewarding and educational experience - it is not a vacation. Keepers can and do, however, thoroughly enjoy the time they spend here making new friends and learning new things.