



City of Pacific Grove  
Established Date: 12/18/2013

## LIGHTHOUSE DOCENT COORDINATOR

**SUMMARY:** Under basic supervision, oversees Point Pinos Lighthouse operations, and schedules trained docents to interact with the visitors.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Interprets lighthouse history and displays as a tour guide and scheduled docent.
- Schedules, supervises, and trains docents; coordinates docent meetings and other activities.
- Manages maintenance needs and supplies for the lighthouse
- Keeps records, and reports visitor attendance, donations, and volunteer hours.
- Update lighthouse documents.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Works with restoration staff to ensure operations of the Point Pinos Lighthouse Museum operations without disruption, during renovations to building and site.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND one year of customer service experience; OR an equivalent combination of education, training, and experience.

#### Knowledge of:

- City policies and procedures.
- Fundamentals of the history of California, including coastal navigation.
- Principles of basic record keeping, and records management.

#### Skill in:

- Following verbal and written instructions, and safe work practices.
- Planning, developing, scheduling, and conducting in-service training classes.
- Dealing tactfully and courteously with the public.
- Communicating effectively verbally and in writing.

#### LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and at Point Pinos Lighthouse.