



CITY OF PACIFIC GROVE
300 FOREST AVENUE • PACIFIC GROVE • CALIFORNIA 93950
(831)648-3176 • www.ci.pg.ca.us

Position Description Point Pinos Lighthouse Docent

Purpose: To increase public awareness of the historical importance of the Point Pinos Lighthouse, its architecture, its function, and the surrounding natural history.

Location: Point Pinos Lighthouse
80 Asilomar Ave Pacific Grove, CA 93950

Key Responsibilities: To welcome visitors, understand their goals for visiting the Lighthouse; provide guidance in meeting those goals, and answer questions. Lighthouse Docents also:

1. Complete Lighthouse opening and closing procedures;
2. Offer interpretation of the Lighthouse and its exhibits;
3. Greet and guide scheduled tours of the Lighthouse;
4. Firmly but diplomatically state rules of behavior;
5. Assist at special Lighthouse functions;
6. Promote the overall experience of tourists to our area through knowledgeable recommendations of other sights they might enjoy.

Reports to: The Lighthouse Docent Coordinator

Length of Appointment: Lighthouse Docents are asked to commit to one year of service after satisfactory completion of training.

Time Commitment: At least two to three shifts per month, for a 4-hour period in tandem with another docent. The Lighthouse is open Saturday 10am-4pm, and Thursday-Monday, 1-4 pm. Docents must arrive at least 15 minutes before shift begins for opening and allow at least 15 mins at the end of shift to complete all closing procedures. Docents leave the grounds together once the closing procedures are completed.

Qualifications and Characteristics:

1. At least 18 years of age;
2. Completion of training with demonstrable comprehension of information;
3. Demonstrated interest in visitors of all ages;
4. Ability to receive questions from visitors and respond in a clear manner;
5. Physical capability to assist during emergencies and ease of mobility on all three floors



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Support Provided:

1. Training: (a) opportunities to shadow an experienced docent for at least three shifts; (b) copies of books, ***Point Pinos Lighthouse*** (McCaffery) and ***Emily Fish*** (Stumbo); (c) monthly or bi-monthly meetings for enrichment and updates; (d) selected training sessions of Central Coast Lighthouse Keepers (CCLK), usually during February through April; (e) optional additional training by Central Coast Lighthouse Keepers (CCLK) for Point Sur docents, usually during Feb.-May.
2. Schedules emailed or mailed each month.
3. Workers' compensation insurance coverage.
4. A 20% discount in the Lighthouse Gift Shop.

Contact Information:

If you are interested in applying to become a Point Pinos Lighthouse Docent, please contact Volunteer Coordinator, Amy Colony at acolony@cityofpacificgrove.org or (831) 648-3123.