



Position Description: Lighthouse Docent

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

Location: Point Pinos Lighthouse (entrance on Asilomar Ave)

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 opening and closing procedures of the Lighthouse;
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 shifts per month, for a minimum 3½ hour period in tandem with another docent. The Lighthouse is open Thursday-Monday 1-4 pm and an additional time Saturday 10 am-1 pm. Docents arrive at least 15 minutes early to complete opening procedures and leave together after completing closing checklist.

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 mobility on all three levels and capability for assisting during emergencies.

Support Provided:

1. Training: (a) Individual training offered to shadow an experienced docent for at least three shifts; (b) copy of book, *Point Pinos Lighthouse* (McCaffery); and copy of booklet *Emily Fish, Socialite Lighthouse Keeper* (Stumbo); (c) monthly or bi-monthly meetings for enrichment and updates emailed; (d) optional/additional training by Central Coast Lighthouse Keepers (CCLK) for Point Sur docents, usually during Feb-May.
2. Schedule emailed or mailed each month.
3. Workers' compensation insurance coverage.
4. A 20% discount in Gift Shop, managed by PG Heritage Society.