



Fruitland Township
White River Light Station Museum

Fruitland Township E-News

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April 27, 2023

SUMMER HELP NEEDED



WHITE RIVER LIGHT
STATION AND MUSEUM
SITE MANAGER

May - October



White River Light Station
Whitehall, MI

The White River Light Station & Museum Site Manager is responsible for the day-to-day operations of White River Light Station. Must work closely with SPLKA staff and volunteers.

Send your resume to
whiteriverlight@gmail.com

For more information email whiteriverlight@gmail.com or call 231-845-7417



Position: White River Light Station & Museum Site Manager

Reports To: SPLKA Curator

Schedule: Part-Time (20-25 hrs/week, May-October) Occasional weekend availability required.

Compensation: \$14.00/hour

Education Requirements: High School diploma or equivalent

Physical Requirements: Must be able to climb steps, stoop, bend, sit, stand, lift and carry up to 25lbs.

Other Requirements: Must demonstrate excellent written and oral communication skills. Organized and detail oriented. Proficient in the use of technology (tablets, televisions, cash register, etc.). Have reliable transportation.

Position Purpose: Responsible for the day-to-day operations of the White River Light Station & Museum. This person must work closely with the SPLKA staff, volunteers, and the public at this location.

Responsibilities:

1. Fill in at the Museum as needed. Feel comfortable working alone at times.
2. Run the cash register and provide accurate and honest handling of transactions.
3. Assist in keeping gift shop stocked. Report to the main office when stock is running low.
4. Provide on-site training for volunteers when needed. Work with day keepers to ensure daily tasks are completed.
5. Exchanges cash at gift shop as needed and report exchanges to main office.
6. Be on-call if Curator is unavailable.
7. Maintain a positive relationship with SPLKA staff, volunteers, & Fruitland Township personnel.
8. Work with curator in staffing special events at the White River Light Station & Museum.
9. Complete other related tasks as assigned by the Curator or Executive Director.