

Fruitland Township E-News

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www.fruitlandtwp.org

Township Board

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April 27, 2023

SUMMER HELP NEEDED



WHITE RIVER LIGHT STATION AND MUSEUM SITE MANAGER

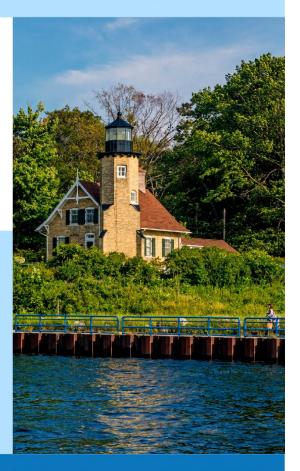
May - October



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

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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.

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