

Race Point Lighthouse Keeper's Program Requirements

Welcome to Race Point Lightstation, cared for by the Cape Cod Chapter of the American Lighthouse Foundation! Would you like to join a very dedicated group of volunteers who desire to restore and maintain three of Cape Cod's finest lighthouses? Maybe you would like to conduct lighthouse tours during the summer? If you enjoy the work involved, you may enjoy becoming a Race Point Lighthouse Keeper. Keeper duties are gratifying to perform, and you'll love meeting people from around the world who stay overnight with us! The guidelines under which the Keeper's Program is operated are provided here to give you a clear understanding of the program, policies, and your responsibilities. We hope you enjoy volunteering your time at Race Point!

- 1) Minimum of a one-night stay in the Keeper's house (Satisfying this part can be done in many ways: as a paying guest, pre or post-season with a work crew, or having stayed as the guest of a current Keeper. The intent is to gain a guest's perspective of staying overnight, demonstrating how a typical day unfolds.)
- 2) Interview with a Committee member (simple and informal).
- 3) Download and study the Keeper's Handbook; no need to print it, there's a copy at the house. You could also download the PDF copy on your phone or tablet.
- 4) Attend Day 1 of the Keeper Orientation program; classroom training (7± hours).
- 5) Participate in Day 2 of the Keeper Orientation program; a hands-on training session out at the lighthouse (6± hours).
- 6) Contribute volunteer work – eight (8) hours minimum per year.
- 7) Mandatory access to a computer, printer and an email contact
- 8) You must possess a cell phone while on-station.
- 9) Become a member of our parent organization, the American Lighthouse Foundation



Though the requirements may seem daunting, everyone who becomes a Keeper completely enjoys the program. Join a wonderful group of people who love the experience at Race Point!



KEEPER ORIENTATION

Our Keeper Orientation Program is a two day event held in early spring to help you learn the ropes of the Keeping duties you will need to perform while serving as the on-site representative at Race Point.

On the first day of the two-day program, you will participate in a classroom portion that will go in depth on the procedures and responsibilities you will have while serving as a Keeper. The second day consists of a "hands-on, on-site" training, which occurs out at the lighthouse. This allows you to get a better understanding of the things you learned on the first day, and get a feel for the way things operate.

For all of our new Keepers, attendance on both days is mandatory for course completion. After successfully completing all the requirements, individuals will be invited to join the Keeper Corp.

As a volunteer Keeper, we make it a point to be good representatives of Race Point Light, the American Lighthouse Foundation, and to all of our guests. Our volunteers' performance is continually evaluated; in the event of a deficiency, it will be brought to your attention to resolve.



FIRST-YEAR KEEPER RESTRICTIONS

1. No personal renting of the house
2. You may not provide Keeper services for specific groups, individuals or friends/family

Prior to the implementation of this "first-year" policy, individuals abused the program by never helping with any projects during their tenure, or never returned the following year.

MEMBERSHIP

- ♦ All of our Keepers must be a member of the American Lighthouse Foundation in order to volunteer and drive our Chapter vehicles.

The American Lighthouse Foundation is a 501c3 non-profit organization, and the parent organization of the Cape Cod Chapter. As a volunteer, you are not only representing Race Point Light, but the American Lighthouse Foundation as well.

Membership dues are \$25 per person each year and are fully tax-deductible. Your dues renewal deadline is November 1st of the current year for the following year.

NOTE:

Should you have a significant other, family member or friend who stays at Race Point with you on a regular basis, this person will be expected to be a member as well. They will not be considered a Keeper or have driving privileges unless they participate in either the Keeper Orientation Program and the oversand driving training.

VOLUNTEER TIME

Continued inclusion in the Keeper's Program is based upon competence and continued volunteer time – eight (8) hours minimum per year. Volunteer time applies to all Keepers and can be conducted while “on-station”. In other words: While serving as a Keeper, one can pick from a list of projects that we need help with. They are simple to perform and typically range from painting or cleaning in nature. The list is available at the Keeper's desk. In addition, volunteer hours performed during our scheduled tours or work parties, also count towards your overall volunteer hour, giving everyone many opportunities to meet their minimum eight hour requirement.



Dress Code

When performing official duties at Race Point, you are expected to dress appropriately. Simply put: Shirts and pants/shorts are expected when in view of the public.

When renting the house for yourself or providing Keeper services for specific groups, individuals, friends/family – latitude is obviously granted except when in view of the public. For example: conducting a tower tour for Art's Dune Tours.

Personal Conduct

Anytime you are performing duties for the Chapter, or are behind the wheel of a Suburban (including the time you rent the house for yourself or Keeping for specific groups, individuals, friends/family), you are first and foremost a representative of the Cape Cod Chapter of the American Lighthouse Foundation. Race Point is a fully operational, historic United States Coast Guard Light Station.

Please conduct yourself accordingly.

Personal Contact Info

Please keep us updated with your contact information. We send periodical emails to the entire Keeper Corp for various reasons: updates, looking for help, advisories, regulatory changes, etc.

Simply send an email to the Reservations Manager with any changes.

Recurrent Training

On occasion we will conduct a complete orientation class for all Keepers, including the seasoned volunteers. The reasons this would occur:

- 1) Policy changes or procedures have been amended and compliance is best served by classroom training.
- 2) Compliance rate with new policies or mandates is proving dismal
- 3) Competence level in the Keeper Corp in general has declined

The Cape Cod Chapter operates along side three Federal agencies: U.S. Fish & Wildlife Service, U.S. Coast Guard and the National Park Service. Everyone must be kept up-to-date with new rules and all Chapter policies and procedures must be abided by at all times. All Keepers are encouraged to reference the Keeper's Handbook prior to one's shift, as it is a great way to refresh your memory with the tasks at hand and remain up-to-date with the latest happenings at Race Point.

NOTE:

Any Keeper unable to accept an assignment during the current season will be required to attend Orientation the following year. Upon completion you may submit your first, second and third choice of dates or range-of-dates to serve as Keeper.

Current volunteers are proffered their choices first. There may be times we do not run an Orientation program because we are fully staffed.

You are best served by making certain you accept a staffing assignment.

Name Badge

Be sure to bring your name badge with you on each of your Keeping assignments; it will be provided to you upon attending the Keeper Orientation.

Your name badge must be worn when picking up guests and should be worn when in view of the public at Race Point (e.g., tower tours, etc.).

The badge allows visitors to immediately identify you as the on-site authority at Race Point. Guests will feel more comfortable knowing your identity as you initially approach them at the BY&D parking lot.



REQUESTING DATES-OF-STAY

When requesting dates to serve as a Keeper for the following season, you will email your dates or range-of-dates to our Reservations Manager anytime between October 1st through November 30th. Requests received after the November 30th deadline are accepted, but those requests will not be considered until all requests received within the deadline are granted.

Ideally, we try to have your dates ready for you by January 1st, allowing you more time to plan your personal upcoming schedules.

Technology

As a Keeper, you must have a valid email address and access to a computer and printer. There are numerous documents that you will need to print out and bring along with you and have on hand during your Keeping assignment(s). These documents are fully explained in the Keeper's Handbook. You must also have in your possession a cell phone when at Race Point to be in contact with us and guests as needed.

PRIVATE RENTING & REQUESTED KEEPING

One of the nicest privileges we offer our volunteers, starting your second year of service, is the ability to personally rent the house or be the Keeper for someone you know and who has requested you. When renting the house for yourself, November 1st is the earliest date to book reservations for the upcoming season; for you, as well as the general public.

NOTE:

Private renting or providing Keeper services for others does not relieve you of the need to perform the duties that must be accomplished during the daily course of things. *All policies still apply at all times.*

If you rent the house personally, or provide Keeper services for specific groups, individuals, friends/family, you must provide at least two overnights of volunteer "Keeper time" serving the general public. The reason for this? In the past, volunteers have privately used the house in this manner and did not help staff the facility for the general public.

Please remember, if you fail to meet the membership dues deadline of November 1st of the current year (for the following season), you will not be eligible for private house rentals, nor will you be granted privileges to provide Keeper services for anyone until dues are paid.



“A volunteer doesn’t necessarily have the time, they have the heart.”

~Author Unknown

The guidelines under which the Keeper’s Program is operated are provided here to give you a clearer understanding of the program, Chapter policies, and your responsibilities as a Race Point Light Keeper. The time you will spend out at Race Point is truly magical; the people you will meet from around the world, the breathtaking sights you will see, and the accomplishments you will achieve, make the effort all worth the while!

We thank you for joining our dedicated group of individuals and hope you enjoy volunteering your time at Race Point Lighthouse!

Sincerely,

The Volunteers at Race Point

The Cape Cod Chapter of the American Lighthouse Foundation
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