

Sable Points Lighthouse Keepers Association

Position Description

Position: Operations Manager

Reports to: Executive Director

Work schedule: Full time April through October

Part time November through March

Educational requirements: Minimum required is an Associate's Degree in business, management or hospitality management or a related field.

Physical requirements: Must be able to climb steps, bend, stoop, sit and stand and walk up to two miles.

Other requirements: Must demonstrate excellent communication skills. Must be organized and detail oriented. Must possess excellent public relations skills and demonstrate the ability to develop positive relationships with a wide variety of people. Must possess computer skills and be proficient in the use of Word, Excel and Power Point. Must demonstrate a passion for the historic preservation of lighthouses. It is desirable that the individual know the history of our three lighthouses.

Position purpose: The Operations Manager is responsible for the day to day operation of all three lights. This person must work closely with the Executive Director and the membership of the organization.

Responsibilities and Duties:

1. Establishes and maintains positive relationships with the organization membership.
2. Demonstrates a passion for the historic preservation of lighthouses.
3. Recruits new volunteers and interviews for the Keeper's Program.
4. Schedules volunteers to work at all three lights (residence and daily volunteers).
5. Updates handbooks, training materials, calendars, daily task sheets and other needed materials.
6. Sets up the gift shop(s) at the beginning of the season, orders, prices and stocks gift shop inventory and maintains gift shop operations throughout the season.
7. Works with vendors and selects appropriate merchandise to sell in the gift shop(s).
8. Designs and implements attractive displays.
9. Ensures the profitability of the gift shop (s).
10. Tracks and reports all revenue from sales and tower tours at all three lights.
11. Develops budget proposals with Executive Director for inventory and expenses.
12. Handles all membership applications, fees and notices to members.
13. Trains all volunteers in necessary aspects of their jobs to ensure a successful volunteer experience.

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14. Plans and implements spring training for new volunteer keepers.
15. Assists the Executive Director in developing and implementing educational programs at all three lights.
16. Provides orientation for volunteers to ensure they have a successful experience.
17. Schedules volunteers to assist in preparing the lights and residences at the beginning of the season and at the end of the season.
18. Schedules group tours.
19. Orders supplies and sees that they are delivered to all three residences.
20. Assists the Executive Director in establishing and maintaining positive public relations.
21. Performs other related duties as assigned by the Executive Director.