

## Thank you for considering volunteering at the Cheboygan River Front Range Light

If you have ever yearned to gain a glimpse of the lighthouse keepers life while simultaneously helping your organization in the operation and maintenance of this unique downtown river lighthouse, consider volunteering at our Cheboygan River Front Range light.

Volunteer couples will live at the Lighthouse while providing an enjoyable and hospitable environment for visitors from 10:00 a.m. to 5:00 p.m. through the summer season and weekends during the fall season.

Keepers will emphasize safety precautions for the visitors as they proceed up into the tower, and regulate the number of people in the tower to two people in the lantern at one time. Daily cleaning of the lantern is necessary as well as sweeping down the tower stairs. An important duty of the keepers will be to staff the gift shop. You will be trained to maintain a record of sales, collect cash, make credit card sales and make change. In addition, daily cleaning of the gift shop including dusting, vacuuming and sweeping will be necessary.

Since volunteer keepers will be working in pairs, you will be free to swap between gift shop and tour duties as you see fit. Keepers will also be responsible for building and grounds maintenance throughout the day. This may include sweeping down buildings, mowing the lawn, trimming grass, changing light bulbs, etc. There will also be special projects from time to time, ranging from carpentry, light demolition, painting, etc., depending on the individual keeper's abilities.

Located centrally downtown, the experience of serving as a weekend volunteer keeper at the Cheboygan River Front Range light offers a unique combination of staying in a historic riverfront lighthouse while enjoying all the amenities of a bustling downtown Area.

For additional information contact our office.  
Phone: (231)436-5580  
Email: [info@gllka.com](mailto:info@gllka.com)



# Cheboygan River Front Range Light Volunteer Keeper Manual

## **Introduction:**

The Cheboygan River Front Range Light was established in 1880 and has operated as an active aid to navigation ever since, guiding vessels into the Cheboygan River. The Great Lakes Lighthouse Keepers Association (GLLKA), an all volunteer organization, became the owners of the station under the National Historic Lighthouse Preservation Act in June 2004.

It is GLLKA's plan to restore the station to its 1948 appearance with the goal of creating a "living museum" for the public to enjoy.

As a keeper, you are joining many other volunteers whose commitment and dedication over the years have contributed to GLLKA's success. These volunteers have spent countless hours restoring, protecting and interpreting the St. Helena Island light station, and are now undertaking the restoration of the lighthouse. We hope this introduction will provide you with an overview of the requirements of volunteer keepers. In addition to this overview, and the instruction you will receive on your appointed Training Day, there will also be a copy of this keepers manual at the lighthouse to help you perform your daily tasks and any necessary emergency procedures.



*Rear view of the lighthouse circa 1945*

## **Volunteers are the backbone of our organization.**

On the following pages, please find the scope of duties for the keepers program as well as the specifics of the program. Volunteer keepers make it possible for many others to enjoy a visit to this historical site. This commitment is critical to continuing the restoration and preservation of Cheboygan River Front Range Light. Thank you for helping us to keep the light shining.

## **Scope of duties:**

Our keepers have three primary areas of duty. They include the gift shop, the building and grounds maintenance. During your time your mission is to provide an enjoyable and hospitable environment for visitors entering the lighthouse. Collecting donations, operating the gift shop, bookkeeping and other daily cleaning procedures will be necessary. Your specific duties will be as follows:

### **The Tower**

Keepers will emphasize safety precautions for the visitors as they proceed up into the tower. Keepers will also regulate the number of people in the tower to two people in the lantern at one time. Daily cleaning of the lantern is necessary as well as sweeping down the tower stairs.

### **Gift shop**

An important duty of the keepers will be to staff the gift shop. You will be trained to maintain a record of sales, collect cash and make change. In addition, daily cleaning of the gift shop

including dusting, vacuuming and sweeping will be necessary. Only merchandise approved by the gift shop manager is to be sold in the gift shop. Since volunteer keepers will be working in pairs, you will be free to swap between gift shop and tour duties.

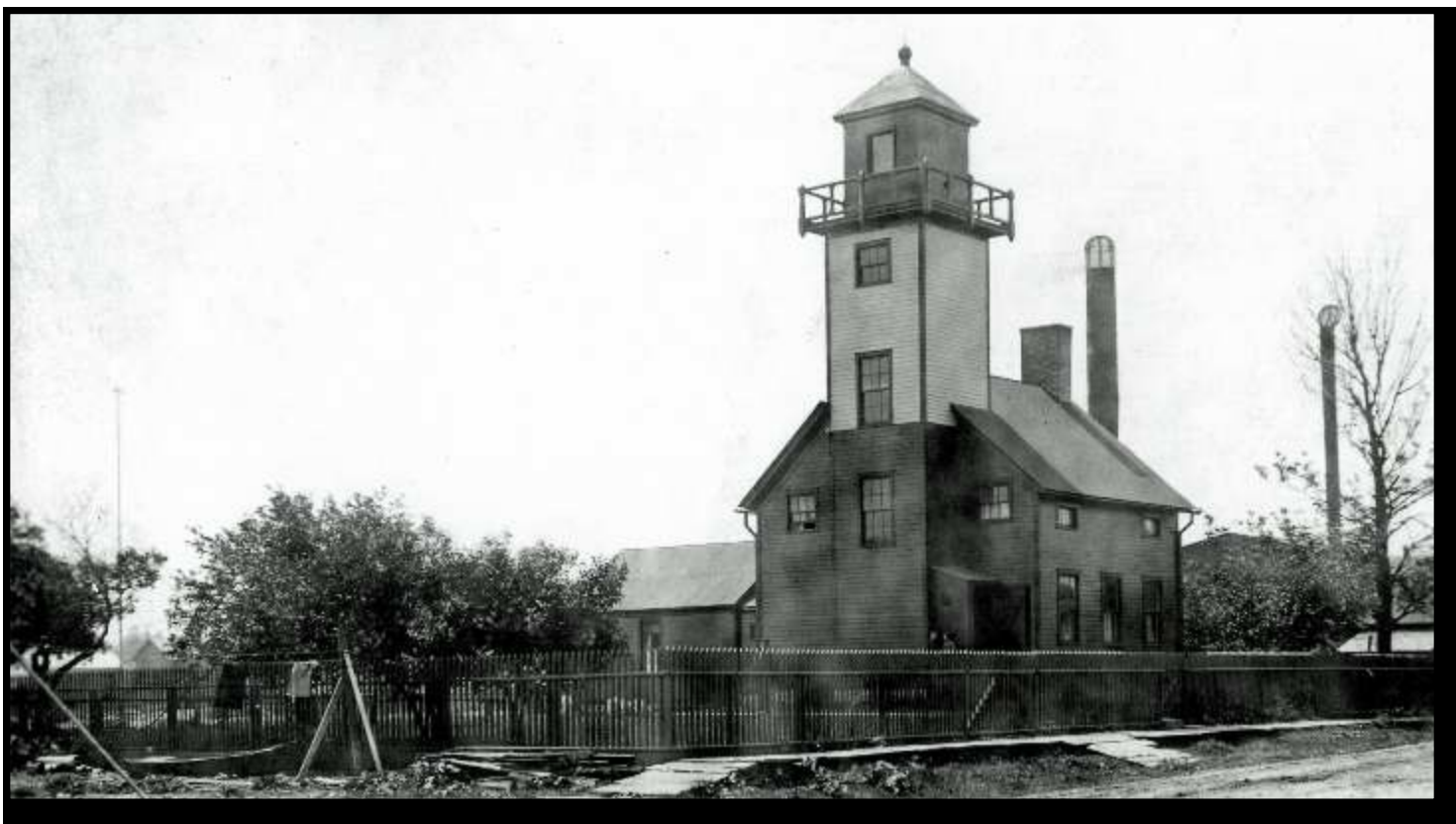
### **Building/Grounds Maintenance**

Keepers will be responsible for building and grounds maintenance throughout their stay. This may include sweeping down buildings, mowing the lawn, trimming grass, changing light bulbs, etc. The lawn mower is located under the back porch and gasoline, the electric string trimmer, extension cords and hoses are located in the oil storage building. The key to the Oil Storage building is located in the kitchen on the back of one of the upper cabinet doors. The key is easily identifiable as it has a photo of the oil storage building on the fob. Please be sure to replace the key to this location after any use.

Keepers are asked to dispose of all trash in a plastic trash bag and either take it home with you or leave it in the gift shop when you leave so we can pick it up and dispose of it in Mackinaw City. Keepers are also asked to keep the sand/dirt swept from walks, porches and steps. Keepers' vehicles may be parked in the parking area in front of the lighthouse. Please park in a location where your vehicle will not interfere with folks photographing the building. Each individual keeper or couple is limited to one vehicle on the site at any time. Please do not leave personal items such as chairs and shoes on the porches and sidewalks or in other outdoor areas of the light station. We want to ensure that our visitors have a clean, uncluttered view of the lighthouse in their photographs.

### **Special Projects**

There may also be special projects from time to time, ranging from carpentry, light demolition, painting, etc., depending on the individual keeper's abilities. Possible projects will be discussed during your orientation session. For returning keepers, possible projects will be discussed ahead of time.



*The Cheboygan River Front Range Light as it appeared in 1925*

### **Open hours**

The lighthouse is scheduled to be open to the public Thursday to Sunday from 10:00 AM to 5:00 PM. New keepers are expected to arrive at the lighthouse at a prearranged time for a two hour orientation and training session.

### **Living quarters:**

You will find the living quarters to be cozy and comfortable. As keepers, you will have access to the entire building as your home during your stay. However, since the building is open to the public from 10:00 AM to 5:00 PM, you will need to store all of your personal items and bedding in the appropriate locations. During open times, the beds should be returned to the condition in which you found them.

### **What's here and what to bring:**

One bedroom is furnished with two single beds and the other with a double bed. The kitchen is furnished with a stove, microwave, refrigerator and coffee maker. GLLKA will provide basic household items such as paper towels, bathroom tissue, napkins and cleaning supplies. Keepers are expected to provide all their own food, soap, shampoo and other personal items. You will also need to bring bed sheets, blankets, pillows, (or sleeping bags), towels and washcloths. Keepers are encouraged to plan simple meals. There are a number of excellent restaurants in the area within walking distance of the lighthouse where breakfast and dinner of all types can be obtained should you wish to avail yourselves of these services before and after open Hours.



*The skeletal rear range light tower*

### **Lighthouse restoration:**

The lighthouse is in a state of ongoing restoration in accordance with the Secretary of Interiors' Standards for Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings. **No alterations to the facility, temporary or permanent, are permitted without prior written approval of the Executive Director.**

### **General interior maintenance & appearance:**

Please keep the gift shop, museum and living quarters as neat and clean as possible during your stay. On the day that you are scheduled to leave, please give your quarters a thorough cleaning and leave them in "move-in" condition for those that follow you. When you move out, please remove all food that you brought to the lighthouse but did not use, including dry foods (coffee, sugar, etc.) and condiments (mayonnaise, mustard, etc.).

### **Lighthouse security:**

There are two entry doors into the lighthouse, the street-side door and the riverside door. All visitors will enter and exit through the river-side door into the gift shop. While the street-side door is not to be used for entry, and is so marked, both doors must remain unlocked during open hours

for obvious safety reasons. Before your arrival, you will be provided with a combination for the key safe in which the key to the river-side door is located. When you leave on Sunday, after locking the building please be sure that you return the key to the safe so the next weekend's keepers can gain access to the building. There will be a \$50 fee assigned for any non-returned key. Please be sure to keep any valuable items secure as GLLKA cannot be responsible for personal items which may be lost or stolen during your stay.

### **Image and identification:**

Keepers should always strive to provide visitors to the lighthouse with a positive experience similar to what they would find at other historical sites open to the public.

Clothing should be casual and comfortable, but suitable for greeting visitors. Shorts and T-shirts are appropriate, but the following items are not: tank tops, any clothing with holes, bathing suits, bare feet or flip-flops. Keepers are encouraged, but not required, to wear GLLKA shirts that can be purchased in the gift shop.

### **General conduct of keepers:**

NO smoking is permitted inside the buildings. Smoking outside must be done well away from all buildings and all waste materials must be picked up and disposed of properly. NO alcoholic beverages are allowed on the premises, either inside or outside the lighthouse. NO pets are permitted inside the lighthouse.

### **The Crib Light**

The City of Cheboygan owns the Cheboygan Crib Light in Gordon Turner Park and has given us permission to take visitors for a tour inside the lighthouse in return for our maintaining and cleaning the structure. For liability reasons, you must drive your own vehicle to and from the Crib Light and have the visitors follow you in their own vehicle. The key to the Crib Light is located in the kitchen on the back of one of the upper cabinet doors. The key is easily identifiable as there is a photo of the Crib Light on the fob. Please be sure that you return the key to the hook each time your return to the building.



*The Cheboygan Crib Light is located in Gordon Turner Park approximately  $\frac{3}{4}$  of a mile from the front range light*

**Public relations:**

Keepers who receive inquiries from the press or other media about the lighthouse or its programs should refer the inquiries to the GLLKA Executive Director.

**Gift shop discounts:**

As a keeper of the lighthouse, you are entitled to a 20% discount on purchases made in the gift shop only during the weekend of your stay, with the exception of those items on sale. The discount applies to purchases made for your personal use and may not be extended to friends or relatives who may visit during your stay.

**Guests:**

We understand that your friends and relatives may be very interested in this unique experience and may want to visit you while you are here. Because keepers may be extremely busy during the hours the lighthouse is open, we have established the following guidelines for guests:

- 1) there is no room for overnight guests.
- 2) Friends and relatives are not permitted to help in the gift shop, in the lighthouse or in the tower or lantern. Keepers are asked to entertain their guests after the lighthouse closes at 5:00 P.M.

**In closing**

We hope you will find your time as a volunteer keeper at the Cheboygan River Front Range Light to be both enjoyable and rewarding. Please feel free to contact me should you have any questions or concerns.

**Jim Tamlyn**

GLLKA Executive Director

GLLKA: (231) 436-5580

Email: jim.tamlyn@gllka.org



*Clarence Land - the last Lighthouse Service keeper to serve at the lighthouse*

# Cheboygan River range light Chronology

- 1870....Cheboygan population 800.  
Army Corps of Engineers conducted their first survey of the Cheboygan River
- 1876....July 31- \$10,000 appropriated for the construction of a set of range lights in the river
- 1880....Construction began in June.  
Range lights exhibited for the first time on September 30  
Rear light a skeleton wood structure  
Fixed red Lens lanterns in Front and Rear Lights  
Light ships begin wintering in front of the station
- 1884....Lights changed to fixed white. Sixth Order Fresnel lens installed in Front Range  
November 1 – Cheboygan Crib Light erected. Assistant Keeper added to Range station to man the crib light.
- 1890....127 million board feet of lumber shipped from Cheboygan. Population 6,956  
Lighthouse property found to be poorly drained. \$1,500 requested to move the station
- 1891....July, \$1,700 appropriated to move the station. Station moved in June.  
Oil Storage building erected
- 1894....6' picket fence added
- 1898....\$1,700 appropriated for purchasing additional land for the Front Range  
Lighthouse Board considers establishing a Depot in Cheboygan
- 1900.....Front and Rear Range and Crib Light painted white
- 1901....Rear range replaced by skeleton iron structure
- 1904....frame woodshed and storehouse built
- 1906....Concrete walkway laid to the rear light
- 1907.....Concrete walkways laid at the Front Range Leak in tower first mentioned in Keepers log.
- 1909....Additional land approved in 1898 purchased.  
Front Range dwelling painted Venetian red, tower white, lantern black
- 1913....Empty lot where Front Range originally located sold at auction for \$50.00
- 1914....Fresnel removed and replaced by locomotive headlight.  
Lantern roof repaired to fix leak in tower
- 1918.....Kitchen addition installed
- 1925....Crib Light automated with acetylene for light and fog bell. Dwelling at Crib Light removed
- 1928....Radio telephone installed to communicate with Poe, Martin, Spectacle and Fourteen Foot.
- 1934.....Front Range electrified
- 1935.....Front Range serves as supply base for Poe, Martin, Spectacle & Fourteen Foot Shoal.
- 1939.....July 1 - Station placed under management of US Coast Guard
- 1945.....Icebreaker MACKINAW assigned to Cheboygan. Range Light serves as supply base.
- 1953.....Coast Guard office added in rear of building.
- 1957....With completion of Mackinac Bridge, Cheboygan Range crew responsible for upkeep of the closed Old Mackinac Point light station. Keepers get truck, and begin serving as taxi service for Coast Guard personnel between Mackinaw City and Cheboygan. Cheboygan crew responsible for 46 aids to navigation on the Inland Route.
- 1959....Lantern floor boards removed to find source of leak in tower. Gallery deck and cove molding replaced in attempt to repair leak.
- 1982....Coast Guard Station Cheboygan in the Front Range closed, and duties assigned to Station St. Ignace.
- 1985....Front Range occupied by US Departments of Fish and Wildlife and Geological Survey to serve as base of operations.

- 2004.... June - Great Lakes Lighthouse Keepers Association obtains ownership of the Front Range Lighthouse through the National Historic Lighthouse Preservation Act.
- 2005.... Restoration begins with rebuilding the front steps and relocating the main overhead power cable, and a Michigan Lighthouse Assistance Program Grant received for conducting an engineering study of the building and identifying remediation methods for eliminating the continuing leak in the tower.
- 2006.... Wood paneling and tile ceilings from the 1980's removed to expose the ceiling and plaster. Shower installed on first floor for volunteer keepers.
- 2008.... Second MLAP grant obtained to reconstruct lantern exterior and fix long standing leaks. Door at base of second floor stairs to tower removed and lighthouse opened from first floor to floor of lantern as it was prior to mid 1920's.
- 2009.... Lantern restoration undertaken
- 2013.... Gift shop reconfiguration started.
- 2014.... Third MLAP grant obtained to excavate complete lighthouse foundation, tuck point all exterior foundation walls, apply waterproof coating, install perimeter drain and reconstruct three back porch piers.
- 2015.... Foundation repair underway.



***Tearing out ugly 1980's paneling in the new gift shop***



***Replacing the rotten steps which leads up to the front door***



***Moving the overhead electrical supply line to an in ground trench***



# Cheboygan Front Range Volunteer Keeper Application

Applicants must complete, sign and return this application form. The following items are also required for first time GLLKA Light Keepers (These items not required for returning volunteer keepers):

1. A letter explaining why you want to be a Volunteer Keeper.
2. A brief resume including your employment history and other experience.
3. Two personal letters of recommendation.
4. Membership in the Great Lakes Lighthouse Keepers Association
5. Personal telephone interview that may be scheduled after receipt of your application.
6. The 2-part signed GLLKA Acknowledgement, Release and Indemnification Agreement (see pages 16 & 17)

Because volunteer keepers will be working in pairs and because they will be working and living together in close proximity, husband and wife, couples or close friends are preferred, however each volunteer keeper must fill out a separate application. All Lighthouse Keepers must be 18 years of age or older. Children age 8 or above may accompany keepers if they are the keepers children or grandchildren, and the keepers are willing to properly supervise and accept full responsibility for the children.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell phone \_\_\_\_\_

E-Mail \_\_\_\_\_  
(Very important as this is our primary way to communicate with you).

I learned about the volunteer keeper program from \_\_\_\_\_

If applicants (or couples) wish to work together, each person must submit a separate application, complete with resumes, references, etc. Please list below the names of other applicants with whom you would like to be scheduled.

I would like to be scheduled with \_\_\_\_\_

There is a small fee for volunteering at the Cheboygan River Front Range Light and a volunteer schedule with fees per session will be sent via email after application is received. All volunteer keepers must be GLLKA members. Memberships may be purchased by calling our office at (231) 436-5580, or in the secure online store on our website at [www.gllka.com](http://www.gllka.com).

# Great Lakes Lighthouse Keepers Association Acknowledgement, Release and Indemnification Agreement

## COMPLETE THIS FORM AND MAIL TO

GLLKA, P.O. Box 219, Mackinaw City, MI 49701

I recognize and accept that there is a significant element of risk involved in programs associated with lighthouses, the outdoors and the Great Lakes. I understand the risks and dangers involved in programs sponsored by the Great Lakes Lighthouse Keepers Association (GLLKA), and I hereby certify to GLLKA that I and/or any dependents, including minor children, are fully capable of participating in these activities.

For good and valuable consideration, including the participation by the undersigned, and/or dependents of the undersigned in a GLLKA program and/or activity, the receipt and sufficiency of such consideration being hereby acknowledged, the undersigned, for him/herself, and any dependents of the undersigned do hereby fully and forever release and discharge GLLKA, a 501(c)3 not for profit corporation, and its programs, and any and all officers, directors, agents and employees and volunteers thereof, from any and all claims or causes of action, and/or legal liability of any kind, nature or description, arising or resulting from participation by the undersigned or dependent of the undersigned in a program offered by GLLKA.

In connection with and as part of such release, the undersigned hereby agrees to indemnify and hold the GLLKA, a 501(c)3 not for profit corporation and its programs, and any and all officers, directors, agents and employees thereof, harmless from and against any and all loss, liability or expense, including attorneys' fees, which they or any of them may incur as a result of personal injury, death, or property damage suffered by the undersigned and/or a dependent of the undersigned resulting from participation by the undersigned and/or a dependent of the undersigned in a program sponsored by GLLKA.

The terms of this acknowledgment, release and indemnification are contractual and not a mere recital, and contain the entire agreement between the parties. The undersigned has read this agreement and fully understands the contents hereof, and enters into this agreement knowingly and voluntarily on his/her behalf and on behalf of any dependents of the undersigned listed below.

Further, I give my permission for the Great Lakes Lighthouse Keepers Association to use any digital and emulsion-based photographs, video and audio recordings made of me for promotional purposes.

\_\_\_\_\_

Print Name	Signature	Date
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*NOTE: If a minor, parent/guardian signature is also required.*

Please list food allergies, food concerns, or medical conditions that we should be aware of:

\_\_\_\_\_  
\_\_\_\_\_

Special Skills (eg. CPR, musical instruments, woodworking):

\_\_\_\_\_

Two Emergency Contacts - Name, Phone Number:

1 \_\_\_\_\_

2 \_\_\_\_\_

All programs, services, and activities are performed without regard to race, color, religion, national origin, age, sex or handicap.

# Great Lakes Lighthouse Keepers Association Acknowledgement, Release and Indemnification Agreement

## KEEP THIS COPY FOR YOUR OWN RECORDS

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