

General Information for Star Island Applicants

This is a synopsis of what to expect from a summer at Star Island, and what will be expected of you. Star Island is a religious and educational conference center organized and operated to serve the conferences that use the island facilities during our season. One of the most important qualities potential staff members should possess is a willingness to serve the conferees. The conferences, which offer a wide variety of programs and activities, are made up primarily of adults and families. In order to serve the conferences to the best of our ability, we ask all employees to embrace and respect our mission of hospitality.

We live in a close, isolated, intense environment in which guests and employees share the space available for living and recreation far more closely than at mainland establishments. We value employees flexible enough to forgo a few of the privacy privileges that might be usual at home or on a college campus. An agreement to follow safety regulations and community life guidelines is a condition of employment. For the benefit of all concerned, we do not want to hire anyone who is unwilling or unable to adjust to these requirements. Details about island living are included with employment agreements.

The average work day for a first year employee is 7 hours (though this varies slightly from day to day), and the average work week consists of 6 days. Compensation for a first year employee is \$6.34 per hour. Additionally, employees receive room and board, which is valued at \$45 per week. Employees receive one day off per week, with specific days to be worked out with your supervisor on island. If you require any time away from the island that cannot be accommodated during your day off, you must discuss this with your supervisor.

EMPLOYMENT PERIODS

Open up: From the beginning of April until mid-June, the staff prepares the island and its systems for the conference season. We begin with a very small staff and gradually expand throughout the open up period, relevant open up skills range from maintenance to housekeeping.

Conference Season: The conference season runs from mid-June to mid-September. Preference is given to applicants who can work the full conference season. Exceptions to accommodate school schedules are possible only when stipulated at the time of hiring. If there is a change that will either shorten or lengthen your dates of employment, it is your responsibility to inform management as soon as you know of the change.

End of Season: Starting in August, additional positions become available. Preference is given to applicants who can stay through mid-September, but all are encouraged to apply.

Close up: From mid-September until early November, the staff shuts down the island systems and closes the hotel for the winter. We begin with a large staff which gradually becomes smaller and smaller throughout the close up period, relevant close up skills range from maintenance to housekeeping.

JOB DESCRIPTIONS (subject to change if circumstances require):

Essential functions for *ALL* island jobs include the ability to act in a mature, tactful, careful and responsible way, particularly at times when a number of competing demands are being made by guests, other staff members and supervisors; and the ability to act in a manner that reflects the social adjustment required to live and work in a self-reliant isolated setting. Positions are physical in nature and requirements include but are not limited to lifting baggage and freight up to 50 pounds at a time. All Pelicans are responsible for fulfilling assigned Fire Watch duties and participating in the weekly clean up of Pelican residential areas.

Employees are divided into working crews. **Waitrae** serve three meals daily to the guests (some meals are buffet and some are family style), as well as set up, clean up, and cleaning the dining hall. The **Kitchen Crew** helps prepare the food for guests and employees, and maintains and cleans the kitchen. The **Bakers** assist the Kitchen Crew by preparing all the baked goods from breads to desserts. The **Dish Crew** washes dishes and pots manually and with the use of the dish machine three times daily. **Snack Bar Attendants** operate the island's Snack Bar, providing service to the guests of the island and keeping the Snack Bar organized and clean.

The **Bookstore and Lobby Store Clerk** runs daily operations of bookstore; including inventory controls, customer service, consignments and processing weekly books orders. Also, the clerk runs daily operations of lobby store; including inventory controls, customer service, and coordinating with the shore-based messenger to process daily orders. The **Front Desk Crew** is responsible for recording guest charges, generating guest bills, receiving payment, and reconciling transactions and assisting with boat schedules and logistics. The **Bell Hops** are the first responders in emergencies, assist guests, deliver hot water to rooms, assist with luggage, and keep the front porch, lobby and public areas clean. Together the Front Desk and Bell Hops are a central resource of island information for conferees, Pelicans and day visitors. **Conference Services** provide conferences with any materials needed in public spaces. These services range from audio/visual equipment set ups to keeping all public spaces and restrooms stocked and clean. **Housekeepers** care for all guest rooms by making beds, sweeping, dusting, emptying slop buckets, cleaning and stocking restrooms. Housekeepers also work in the laundry room, washing staff clothing and hotel linens.

Maintenance is responsible for maintaining, monitoring and repairing the island's plumbing, electrical, fire safety systems and Power House equipment. **Buildings Crew** is responsible for carpentry and painting. The **Grounds Keeper** is responsible for using power equipment for mowing and general landscaping. The **Truck Crew** is responsible for transport of freight and supplies, overseeing composting operation, serving as deck hand on island boats, and maintaining the grounds. **Night Crew** conducts hourly patrols throughout the night/early morning, basic lab testing, monitoring of island's infrastructure, and performs routine cleaning duties. The **Wastewater Treatment Facility Operator** performs routine operation, maintenance and repair of wastewater treatment facility systems and equipment, as well as serving on the maintenance crew. The **Wastewater Treatment Facility Lab Technician** is responsible for the operation of the Star Island Wastewater Treatment Facility laboratory, including process and permit-required testing.

The **Dock Attendants** are responsible for the safety of the waterfront area by attending to conferees and Pelicans in the swimming area, assisting with the docking of various boats and establishing a positive relationship with guests visiting the island for the day. The **Deck Hand** is responsible for assisting the boat captains and passengers, as well as handling freight. **Rounders** are all purpose workers who fill in on certain crews to cover for days off. The **Naturalist** is responsible for running the Rutledge Marine Lab, including providing tours in birding, botany, geology and low tide, stocking all the tanks in the lab, and working with children of all ages. The **Vaughn Curator** is responsible for creating the displays in Vaughn Cottage, assisting the public and conferees in research, the preservation of island artifacts, providing a weekly tour of Appledore for a small group of conferees, staffing Vaughn Cottage when it is open to the public, and working with children of all ages.

The **Music Director** provides conferences the musical assistance they require. This can vary from working with a conference choir, playing the organ for evening chapels, playing piano for talent shows and/or grand march, and working with the Pelican community to develop the weekly variety show.

Residential Life helps to ensure a safe and welcoming environment for staff, organizes off-work social and educational events, orients new staff, coordinates cleaning of staff public spaces, organizes the fire watch program, and is involved in a variety of other tasks related to staff off duty time. Works with management to implement community living guidelines, and assists with community living issues.

The **Island Administrator** handles payroll, employment paperwork, and various administrative tasks, including processing employee evaluations and conferee evaluations. The **Logistics Assistant** works with the Logistics Coordinator/Purchasing Agent to coordinate boat logistics and contractor transportation.

For more information about working on Star Island, visit our web site at www.starisland.org, e-mail us at office@starisland.org, or call us at (603) 430-6272.