

## 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 non-profit conference center based upon a mission of hospitality. Our vision is to create an environment that frees all who come (guests and employees alike) to renew spiritually, explore matters of consequence, and gain knowledge about the world as it might ideally be. One of the most important qualities we seek in potential staff is a willingness to contribute to realizing this vision – both in the way you serve our guests and in the way you participate in the community.

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.

The average work day for a first year employee is 6 - 8 hours (though this varies slightly from day to day), and the average work week consists of 6 days. 2016 compensation for a first year employee was \$6.90 per hour (2017 rates TBD.) 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 and understand that a significant change in your dates of availability may effect future employment.

**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 late October, the staff shuts down the island systems and closes the hotel for the winter. We begin with a large staff which gradually becomes 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

**Gosport Grill Attendants** works to supervise the Gosport Grill and ensure an efficient and pleasant experience for guests through customer service, cash handling, and food preparation. The **Food Service Rounder** is an all-purpose worker who fills in on the food service crews to cover for days off and complete special projects.

The **Front Desk Crew** is responsible for recording guest charges, generating guest bills, receiving payment, 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 waste baskets, cleaning and stocking restrooms. Housekeepers also work in the laundry room, washing staff clothing and hotel linens.

**Maintenance/Buildings** is responsible for maintaining, monitoring and repairing the island's plumbing, electrical, fire safety systems and Power House equipment as well upkeep of the buildings and for woodworking projects. The **Regulatory/Fire Safety/Rounder** sets up and maintains fire and safety equipment and helps oversee regulatory policies and procedures, as well as helps out on other crews. The **Carpenter** is responsible for the upkeep of our buildings and for woodworking projects. The **Painter** is responsible for interior and exterior painting projects on the island. **Night Crew** conducts hourly patrols throughout the night/early morning, basic lab testing, monitoring of island's infrastructure, provides customer service to guests and performs routine cleaning and administrative duties. Night Crew receives a slight pay differential based on the hours and responsibilities associated with this position. The **Night Auditor** works the nighttime shift at the front desk, administers guest billing, and works with the rest of Night Crew on chores and other tasks.

The Environmental Services Team (**Water and Wastewater Facility Operator, Water Quality Apprentice, Garden and Compost Coordinator, Sustainability Intern, and Food Systems Intern**) is responsible for day-to-day operation of the island's water, wastewater, and compost (food and wastewater sludge) facilities. The team also oversees the island's sustainability initiatives and gardens.

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. Dock Attendants must have a current lifeguard certification. The **Harbor Launch Operators** operate the motor launch Tom Dudley in Gosport Harbor in service to visiting yachtsmen. They assist guests in transfer from vessels to launch and dock and act as ambassador to visitors. Harbor Launch Operators must have a current USCG launch operator's license. The **Waterfront Coordinator** manages activities on the dock and in the harbor with overall responsibility for equipment maintenance, training, safety and scheduling of waterfront activities. The **Truck/Grounds Crew** is responsible for transport of freight and supplies, serving as a deck hand on island boats, and maintaining the grounds and landscaping.

The **Rounders** are all-purpose workers who fill in on certain crews to cover for days off and complete special projects. The **Babysitter/Rounder** serves as a Rounder with a specific portion of their time devoted to childcare responsibilities.

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 for the guests.

The **IT Specialist/Rounder** helps with set up and maintenance of the island's IT equipment and phone systems, responds to network and user issues, and offers support to the island's Business Center, as well as other crews. The **Finance Administrator** is the central point of contact for on-island purchases and cash management, handles payroll, employment paperwork, and various administrative tasks. The **Registrar's and Personal Retreats Assistant** provides support to the Registrar in all aspects of registration, billing, and customer service to ensure an exceptional experience for our guests. They also facilitate all necessary arrangements for our personal retreat guests, from helping them prepare for their stay to making the most of their visit. The **Res Life Advisor** helps to ensure a safe and welcoming environment for staff, helps organize off-work social and educational events, participates in orientation of new staff, coordinates cleaning of staff public spaces, assists with the fire watch program, and is involved in a variety of other tasks related to staff off-duty time. The **Volunteer Coordinator** facilitates necessary arrangements for island volunteers including working with supervisors and managers on coordinating and supervising projects, facilitating island transport and housing of volunteers, and time tracking.

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