

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 typically 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. For the 2021 season, many of these requirements will be different in prior years due to COVID protocols. The health and safety of our Star Island family is our primary goal, and full compliance with all safety regulations, community life guidelines, housing and eating arrangements, and the like will be essential to reducing risk.

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. 2021 compensation for a first-year employee was \$8.45 per hour. Employees also receive room and board, which is valued by the State of New Hampshire at \$45 per week, or approximately an additional \$1.00 per hour. This includes housing for the period of employment and three meals a day. 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.

Most of the available positions on Star Island involve being in close contact with others. As a result, full COVID-19 vaccination (2+ weeks after final dose) is required for the majority of our openings. In order to ensure a safe community, we need to know your vaccination status prior to job placement, if hired, for end of season work on Star Island. All employment offers are subject to final confirmation of applicants' vaccination status.

EMPLOYMENT PERIODS

Open up: From April through 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 affect 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 applicants who can work a full week or more are encouraged to apply.

Close up: From mid-September through 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):

GENERAL NOTE: The following job descriptions generally relate to “normal” operations on Star Island. Due to the COVID-19 pandemic, many of the job descriptions listed below will be modified to include

additional health & safety protocols, in the process of being developed at this time. Every employee should expect that several protocols will be in place to help reduce their risk, as well as risks to our guests.

Essential functions for *ALL* island jobs include the ability to act in a safe, 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 following all COVID-related health and safety protocols and fulfilling assigned Fire Watch duties and participating in the weekly clean up of Pelican residential areas.

Employees are divided into working crews. **Waitrae/Dish Crew** serve three meals daily to the guests, as well as set up and clean the dining hall. They also wash dishes and pots manually and with the use of the dish machine three times daily. 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. **Snack Bar and Gosport Grill Attendants** operate the island's Snack Bar and Gosport Grill, providing service to the guests of the island through customer service, cash handling, and food preparation.

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, though in 2021, it is anticipated that no room service will be provided during each conference (just in between conferences.) Housekeepers also work in the laundry room, washing hotel linens and staff clothing.

Maintenance/Buildings is responsible for maintaining, monitoring, and repairing the island's plumbing, electrical, fire safety systems and Power House equipment. **Night Crew** conducts hourly safety patrols throughout the night, does wastewater lab testing, monitors the island's infrastructure, provides customer service to guests, keeps public areas clean and disinfected, and prepares guest bills. Night Crew receive a substantial pay increase based on the hours and responsibilities associated with this position.

Truck/Waterfront Crew is responsible for transport of freight and supplies, 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. Additionally, they maintain the grounds and landscaping on the island. Truck/Waterfront Crew members must have a current lifeguard certification.

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 **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.

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.

IMPORTANT NOTE ABOUT ALCOHOL USE ON STAR ISLAND:

Safe and legal use of alcohol is an essential part of the community we are creating on Star Island. In this spirit, we want to notify potential applicants of the following:

If you are under 21 years of age, you are committing to not having any alcohol for the summer. Do not apply to work on Star Island if you are unwilling to 100% commit to this.

If you are 21 years of age or older, you are committing to the following – do not apply to work on Star Island if you are unwilling to 100% commit to these:

- Responsible/safe alcohol consumption.
- Never providing an underage person with alcohol (to do so = immediate dismissal).