

## General Information for Star Island Applicants

Star Island is a non-profit conference and retreat 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 on Star Island.

We live in a close-knit, remote environment in which guests and employees typically share the spaces available for living and recreation more closely than in a traditional hospitality setting. For this reason, we value flexibility and adaptability in our employee community. Following safety regulations and community life guidelines is very important on Star Island and is a condition of employment there. These requirements will include COVID-safety protocols. The health and safety of our Star Island community is our primary goal, and compliance with all safety regulations, community life guidelines, and housing and eating arrangements will be essential to achieving this goal.

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 (2022 compensation TBA pending budget approval.)

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, three meals a day, ample snacks and refreshments. Employees receive one day off per week, with specific days to be worked out with your supervisor on island.

### 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 include facilities maintenance, food service, and 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 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 facilities maintenance to housekeeping.

### JOB DESCRIPTIONS (subject to change if circumstances require):

**GENERAL NOTE:** Every employee should expect that several health and safety protocols will be in place to help reduce their risk of contracting COVID-19, as well as risks to our guests. Protocols are likely to include clear rules about social distancing, mask wearing, cleaning/disinfection, and vaccination. We anticipate that all employees will be tested for COVID on a regular basis.

Essential functions for **ALL** island jobs include the ability to act in a safe, mature, tactful, careful, and responsible way; and the ability to act in a manner that reflects the close-knit nature of our island community. Positions are typically 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, fulfilling assigned Fire Watch duties, and participating in the weekly clean up of Pelican residential areas.

### **Job Descriptions**

**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 maintain and clean 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. **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, staff, 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 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.

The Environmental Services Team is responsible for the day-to-day operation of the island's water, wastewater, and resource recovery facilities (primarily compost), and the island landscape and gardens (veggie and flowers), and also oversees the island's sustainability initiatives. The team includes two **Water Quality Apprentices** , a **Sustainable Systems Coordinator** , and an **Environmental Services Assistant** .

**Truck/Waterfront Crew** is responsible for transport of freight and supplies, responsible for the safety of the waterfront area by attending to conferees and staff in the swimming area, assisting with the docking of 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 **Harbor Launch Operators** operate the motor launch Tom Dudley in Gosport Harbor in service to visiting boaters. 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 **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 **Art Barn Coordinator/Rounder** leads art workshops for adults or children, as

well as provides support for any conference planned art activities, and maintain cleanliness and inventory in art barn, as well as working shifts as a Rounder.

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 staff community to develop the weekly variety show for the guests.

The **Island Administrator** is the central point of contact for on-island purchases and cash management, handles payroll, employment paperwork, and various administrative tasks. 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 **Residential Life Coordinator** 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.

**Shops on Star Co-Managers** manage the bookstore, gift shop, and lobby store. Position involves managing volunteers, cash handling, and managing sales and receipts.

*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.*

*At Star Island we appreciate the value and richness of different perspectives and experiences. We constantly strive to be a more diverse and inclusive workplace. We work to make you feel welcomed and engaged as a valued member of the team. We provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, veteran status, or any other characteristic protected by federal, state, or local law. In addition, Star Island will provide reasonable accommodations for qualified individuals with disabilities.*