



***Nonprofit seasonal retreat seeking hands on Full-time*, Seasonal
Island Nurse/First Aid Station Coordinator***

Star Island, a \$4.2 million non-profit organization, with corporate offices in Portsmouth, NH, is looking to add a seasonal (~May to ~September) **Island Nurse/First Aid Station Coordinator** to their organization. This position is intended to be full-time (*though it is possible for this position to be filled by one or two part-time employees).

Reporting to the Island Manager, and in collaboration with the Part-Time First Aid Station Director, the Island Nurse/First Aid Station Coordinator (Island Nurse/FAS Coordinator) is responsible for the administrative management of the First Aid Station (FAS), providing oversight and support to FAS volunteer providers (usually two providers/week), assisting with clinical care, and contributing to and monitoring the overall health, safety, and well-being of the island community (including guests, employees, and others). The Island Nurse/FAS Coordinator position is a seasonal, exempt position that runs from May to September, and is intended to be full-time (though it is possible for this position to be filled by one or two part-time employees).

FAS Volunteer Provider Coordination/Patient Care – Serve as on-island presence to work with FAS volunteer providers and patients, including facilitating handoff of care between FAS volunteer providers (outgoing volunteers and incoming volunteers typically transition on Sundays)/orienting incoming volunteers; coordinating arrival/departure logistics of FAS volunteer providers; facilitating interactions between FAS volunteer providers and employees, including encouraging employees to go to FAS when necessary; assisting FAS volunteer providers in finding supplies/knowing who to contact/how to use handheld radios, etc.; and providing basic first aid care.

Health, Including Mental Health, & Well Being – In collaboration with the Island Manager and Island Minister/Beloved Community Project Manager, ensure employees are aware of their resources for health/mental health care both on and off island and facilitate access to these resources as needed; help develop and promote employee health & wellness, exercise, etc. opportunities/reinforce a proactive culture of health, well-being, and safety; assist employees with challenges surrounding island life, including island living and workplace difficulties, mental health issues, etc., including teeing up referrals for those who need services beyond what the FAS is able to provide.

Communicable Diseases, Island and Workplace Safety – In collaboration with island management and others, contribute to the development, implementation, and adaptation of, as needed, the island’s overall health & safety plans to address communicable diseases, including COVID-19 (including preventative measures, testing, exposure response, etc.). Assist FAS volunteer providers, island management, and others in identifying areas for island living and workplace safety improvements.

Emergency Management – Implement emergency medical response protocols, including being present and available at emergency medical events on island, including assuming an emergency management role in SIC’s overarching emergency management program and facilitating the evacuation of patients off island when higher level of care is needed (in conjunction with Island Manager, other members of SIC’s Emergency Management Team, and outside first responders).

Training/Orientation/Supervision/Other Employee Support – Train employees in life saving techniques (e.g., Heimlich, Epi Pen use, and Narcan use). Organize Med Team Backup, including training a select group of employees to respond to medical emergencies on island, how to use emergency equipment, etc.



Ensure employees have access to general preventative health items, such as condoms, emergenC, sunscreen, and aloe.

Ordering and Inventory Management – In collaboration with the Part-Time FAS Director, maintain inventory, organize, and stock the FAS. Ensure First Aid Kits in work and guest areas are stocked appropriately for each area.

Communications/Liaison Roles – In general, communicate effectively (in person, via email, on phone, on video conference) with various parties both on and off island (e.g., fielding questions from guests who have not yet arrived on island). Assist with guest, employee, volunteer, and contractor communications about policies, updates on island living, day-to-day events, etc. Serve as staff liaison to the Health Committee (advisory group of healthcare professionals who volunteer for SIC).

Minimum Qualifications/Requirements

- Licensed RN preferred. EMT experience considered as an alternative.
- Current CPR certification.
- Able to multi-task; strong organizational skills.
- Able to apply sound medical judgment.
- Strong customer service skills; able to effectively communicate with individuals from various social & cultural backgrounds.
- Able to work independently and as a collaborative member of a team.
- Experience in camp or remote setting and/or emergency background a plus.
- Overnight stay/residency on Island. Transportation to and from the island as well as rustic on-island housing and meals are provided at no cost to the employee.

Compensation & Benefits

- This is a seasonal (~May to ~September) opportunity. The salary range is \$700-\$800/week, depending on education and experience. This position is intended to be full-time (*though it is possible for this position to be filled by one or two part-time employees).
- Transportation to and from the island as well as rustic on-island housing and meals are provided at no cost to the employee.
- Subject to availability and other factors, you may have overnight guests on the island free of charge, up to twelve nights during the conference season. You may have guests beyond these twelve nights at the regular, reduced employee guest rate.
- 1 day paid sick leave/full month worked.

About Star Island

Star Island is one of the nine Isles of Shoals located seven miles off the coast of New Hampshire and Maine. Our mission is to hold and administer a wide variety of themed conferences and personal retreats including educational, religious, and kindred purposes consistent with the principles of the Unitarian Universalist Association and the United Church of Christ. Star Island is a unique place. SIC is a place of natural and rugged beauty and each employee is able to share in the experience of Star Island's location and its environment. At work, SIC promotes a culture that stimulates openness, interpersonal communication, professionalism and a high appreciation for process. Employees are recognized for their hard work and the skills they bring to the job.



Star Island
Isles of Shoals, NH

If you've been looking for work that inspires and engages you and if you love to juggle many responsibilities, this position may be perfect for you.

To apply, please submit resume, cover letter, and a list of three references to office@starisland.org.

At Star Island Corporation, 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.