



Star Island
Isles of Shoals, NH

The Star Island Corporation, a not-for-profit 501(c)3 organization based in Portsmouth, NH seeks qualified candidates for the position of full-time, seasonal **Shoreside Laborer and Messenger**.

The Shoreside Laborer and Messenger is a full-time, mainland-based position serving to assist with logistics coordination at the dock during the conference season and run errands on behalf of the staff and guests. This position is largely based outdoors and is physically demanding with considerable lifting, including transport of luggage, trash, recycling, freight, and equipment.

Listed below are specific duties and responsibilities of the Shoreside Laborer and Messenger. This list is not comprehensive and other duties may be assigned as needed.

- Meet food and freight deliveries at the dock, help load and unload boat, and ensure proper handling.
- Help facilitate removal of trash and recycling from boat in town, as needed.
- General sweep and cleaning of boat after unloading and keeping the mainland dock area and sheds tidy.
- Transport packages and mail to and from mainland office and dock.
- Facilitate parking of guest cars or moving cars, as needed.
- Greet guests, staff, deliveries, and volunteers and assist with questions and concerns.
- Maintain inventory of mainland sheds and help facilitate transportation of lost & found luggage and items, and other transport during the conference season.
- Run errands to purchase items that cannot be otherwise ordered for guests and staff and deliver to the dock.
- Establish communications with vendors, guests, boat captains, deck hands, and other staff.
- Adhere to and promote relevant health and safety protocols.

Qualifications: Responsible, friendly, professional, flexible, organized, and tactful; must possess a valid driver's license and have experience operating vehicles, preferably in a professional environment; must have experience providing quality customer service; must have ability to work independently and ability to problem solve creatively.

Compensation: This is a seasonal (approximately May to September) opportunity. The pay range is \$14.00-16.00/hour, depending on experience.

Application consisting of a cover letter and resume should be sent to office@starisland.org (no phone calls please). For more information about Star Island please visit www.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.