

## 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.

The average workday 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. In 2024, a first-year, non-supervisory level employee will make a wage of at least \$10.00/hour.

Additionally, employees receive free room & board, valued at approximately \$240 per week. This includes housing for the period of employment, three meals a day, ample snacks, and refreshments. Employees typically receive one day off per week, with additional or 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 from 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, a small group of staff shuts down the island systems and closes the buildings for the winter. Relevant close up skills range from facilities maintenance to housekeeping.

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

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 employees are responsible for following all health and safety protocols, fulfilling assigned Fire Watch duties, and participating in the weekly clean up of staff residential areas.

## **Job Descriptions-**

To view full job descriptions of any of these positions, email us at [office@starisland.org](mailto:office@starisland.org).

**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 Kitchen Crew receive a \$1/hour pay increase based on the hours and responsibilities associated with this position. The **Bakery Crew** assists 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 and visitors 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.

**Housekeeping Crew** cares 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/Carpentry/Paint Crew** is responsible for maintaining, monitoring, and repairing the island's plumbing, electrical, fuel, and fire safety systems, and equipment. Additionally, they are responsible for the upkeep of our island vehicles and buildings, and for woodworking projects, as well as for the interior and exterior painting projects on the island.

**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 \$1/hour pay increase based on the hours and responsibilities associated with this position.

The **Sustainable Systems Coordinator** works with the **Environmental Services Assistant** and the **Island Gardener and Groundskeeper** to manage the island's compost facility, offer environmental programs for kid's groups, lead sustainability tours for island guests, oversee the island's sustainability initiatives, and act as stewards of the island's gardens and landscape. **Wastewater/Water Quality** staff are responsible for the day-to-day operation of the island's water and wastewater treatment facilities.

**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. 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 **IT Specialist/Rounder** helps with set up and maintenance of the island's IT equipment and phone systems, responds to network and user issues, as well as supports other crews.

The **Naturalist** and **Assistant Naturalist** are 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 with 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 the 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, assists with payroll, employment paperwork, and various administrative tasks. The **Registrar's Assistant** provides support to the Island 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 **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. 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, time tracking, and appreciation of volunteers.

The **Shops on Star Manager** is a supervisory position that entails managing the bookstore, gift shop, and lobby store. The position involves supervising the Shops on Star Sales Associate, managing volunteers, overseeing all aspects of retail sales, cash handling, and managing receipts. The Shops on Star Manager is a salaried position requiring a minimum of 40 hours per week from approximately the third week of May to the third week of September. The **Shops on Star Sales Associate** reports to the Shops on Star Manager and supports retail operations of the bookstore, gift shop, and lobby store. The Shops on Star Sales Associate is an hourly position requiring 35-40 hours per week for approximately 10-12 weeks from the second week of June to the end of August.

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*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.*