

2006 Application for Employment at Star Island Corporation

10 Vaughan Mall, Suite 8, Worth Plaza
Portsmouth, NH 03801
(603) 430-6272

Name: _____	Date: _____
Present Address: _____ _____	Home Address: _____ _____
Present Phone: _____	Home Phone: _____
Use this address from: __/__/__ to: __/__/__	Use this address from: __/__/__ to: __/__/__
Email Address: _____	Email Address: _____
Birth Date: _____	Education: _____ _____
General Health: _____	
Any physical limitations? If yes, please explain.* _____ _____	
<i>*All employees must be able to lift up to 50 pounds, be able to respond promptly to fire or other emergencies, serve as an evacuator in a multi-storied building, and make sound judgements in an emergency situation.</i>	
Have you ever been convicted of a misdemeanor or felony? If yes, please explain. _____ _____	

Are you certified in: _____CPR _____ EMT _____ First Aid _____ Fire Fighting _____ Life Guard

Date of Certification(s): (please attach a photocopy of the certificate.) _____

AVAILABILITY

Regular season training starts for some crews on June 11. The regular conference season is June 16 to September 2. Although there is some flexibility in hiring to accommodate the opening of schools and colleges in the fall, preference is given to people who can work for the longest period of time. Employment is unlikely for anyone who is not available for at least ten weeks from the beginning of the conference season.

First available date for ARRIVAL* on Star Island: (indicate exact month and day) _____ / _____ / 2006

*If you are able to work before June 10, please indicate earliest date available: (See reverse side)

Necessary date of DEPARTURE from Star Island:** (indicate exact month and day) _____ / _____ / 2006

**If you are able to work after September 2, please indicate latest date available:

PELICAN JOBS

Number consecutively, in order of preference with "1" being your first choice, at least five jobs for which you wish to apply. If you are open to any position, please check the appropriate box. If you are interested in being a crew supervisor, please indicate so below.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Bakers | <input type="checkbox"/> Bell Hops | <input type="checkbox"/> Bookstore | <input type="checkbox"/> Carpentry Crew |
| <input type="checkbox"/> Conference Services | <input type="checkbox"/> Dish Crew | <input type="checkbox"/> Dock Attendant* | <input type="checkbox"/> Front Desk |
| <input type="checkbox"/> Housekeeping/Laundry | <input type="checkbox"/> Kitchen Crew | <input type="checkbox"/> Lobby Rounder | <input type="checkbox"/> Lobby Store |
| <input type="checkbox"/> Logistical Coordinator | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Music Director | <input type="checkbox"/> Assistant Music Director |
| <input type="checkbox"/> Naturalist | <input type="checkbox"/> Night Crew | <input type="checkbox"/> Paint Crew | <input type="checkbox"/> Pel Life |
| <input type="checkbox"/> Rounder | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Truck Crew | <input type="checkbox"/> Vaughn Curator |
| <input type="checkbox"/> Waitrae | <input type="checkbox"/> Wastewater Treatment Plant (multiple positions) | <input type="checkbox"/> Any Position | |

*If you are applying for a Dock Attendant position, you **MUST** send us a photocopy of your current Lifeguard Certification with your application.

Indicate any specific related job experience or certification(s) you have for any of the jobs you have applied:

ADDITIONAL JOBS

The island also offers additional part-time jobs, they are: (check those you are interested in)

- Candle Lighting – prepares lanterns for evening chapel services (hours vary depending on the number of services). \$10.00 per hour.
- Babysitting – for children under age 8, from 8 to 11 pm every evening. \$10.00 per hour.
- Tour Guide – conducts narrated walking tours of Star Island for day trippers from 1-2 pm daily. \$10.00 per tour.
- Section Leader for Pelican Chorus, rate to be determined.

OPEN UP

Open up will begin on or about April 1 with a small crew that will be gradually enlarged until early June. If you are available in April and wish to be considered for the Open up Crew, indicate the earliest date you could join the crew. Priority is given to applicants with specific work experience needed to open the conference center. Those skills range from housekeeping to maintenance. Ability to work independently and to make mature decisions is necessary.

Availability (indicate exact month and day) From: ____ / ____ / 2006 To: ____ / ____ / 2006

Relevant Job Skills: _____

ADDITIONAL INFORMATION

The Pelican community performs a weekly talent and variety show for the conference guests. All Pelicans are strongly encouraged to participate in this activity. There is also a Pelican chorus, which you may be interested in joining.

Would you like to participate in the Pelican Chorus? _____ What part do you sing? _____

What can you contribute to the Pelican talent shows (Do you act, dance, sing, or play an instrument, etc.)? Please list only those talents you would be willing to share in front of an audience.

What draws you to apply for a Pelican position?

How did you learn about Star Island and its summer job opportunities? (Please be specific: relative, friend, conferee, website, etc.)

Please list conference affiliation, if applicable: _____

Work Experience

Please list past work or volunteer experience with name and telephone number of supervisor. *

Organization	Responsibilities	Supervisor/Tele

***Although it is not required, we encourage you to attach a resume to this application. New applicants may receive a preliminary telephone interview.**

The Star Island Corporation, owner and operator of Star Island, is an equal opportunity employer.

Your Signature _____ **Date** _____

Applications must be postmarked by **January 13** to:

Star Island Corporation
Attention: Employment
10 Vaughan Mall, Suite 8, Worth Plaza
Portsmouth, NH 03801

Contracts will be offered by mail starting in mid-March.

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 conference center organized and operated to serve the conferences that use the island facilities during our season. One of the most important qualities potential staff members should possess is a willingness to serve the conferees. The conferences, which offer a wide variety of programs and activities, are made up primarily of adults, many of whom bring their children. In order to serve the conferences to the best of our ability, we ask all our employees to embrace and respect our mission of hospitality. The second important quality is the capacity for personal growth.

We live in a close, isolated, intense environment in which guests and employees share the space available for living and recreation far more closely than at mainland establishments. We, therefore, 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. We do not want to hire anyone who is unwilling to adjust to these requirements. Details are included on the employment contracts.

The total estimated compensation for a first year employee is \$234.90 per week, or \$39.15 per day (based on a 6-day work week). You are also receiving room and board, which is valued at \$66.00 per week.

Time Off Policy –There will be one required day off per week except for the last week of employment, which will be worked out with your supervisor. If you require any time away from the island that cannot be accommodated during your day off, you *must* discuss this with your supervisor. We cannot give permission for any special days off before the season begins.

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 contract, it is your responsibility to inform management as soon as you know of the change.

JOB DESCRIPTIONS*

**Subject to change if circumstances require.*

Essential functions for **ALL** island jobs are as follows: ability to act in a 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; to act in a manner that reflects the social adjustment required to live and work in a self-reliant isolated setting; and to have the stamina to do moderately heavy lifting of up to 50 pounds (serving trays, luggage, dry goods cases, laundry, etc.). In addition, you must be able to respond promptly to fire emergencies, assist in the evacuation of a multi-storied building, and act independently and make sound judgements in potentially life-threatening emergencies.

Employees are divided into working crews. **Waitrae** serve three meals daily to the guests, set up, clean up, sweep; each usually waits on two tables of ten people each. 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. The **Dish Crew** washes dishes and pots manually and with the use of the dish machine three times daily. The **Pel Hall Waitrae** serve three meals daily to the employees, set up, clean up, sweep and make sure the “Underworld” area of the hotel is kept clean and safe. **Snack Bar Attendants** operate the island’s Snack Bar, providing service to the guests of the island and keeping the Snack Bar organized and clean.

The **Bookstore Associate** runs daily operations of bookstore; including inventory controls, customer service, consignments and processing weekly books orders. The **Lobby Store Associate** runs daily operations of lobby store; including inventory controls, customer service, and coordinating with the messenger to process daily orders. The **Front Desk Crew** is responsible for recording guest charges, generating guest bills, receiving payment, and reconciling transactions and coordinating daily tours and babysitting. Bookstore, Lobby Store and Front Deck Crew must be responsible, hard working and have cash handling and computer experience. The **Bell Hops** supervise the use of the Lobby telephone, 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 rest rooms stocked and clean.

Housekeepers care for all guest rooms by making beds, sweeping, dusting, emptying slop buckets, cleaning and stocking restrooms.

Maintenance is responsible for maintaining, monitoring and repairing the island's plumbing, electrical, fire safety systems and Power House equipment. **Paint Crew** and **Carpentry Crew** work together to repair and paint the physical structures, including interior spaces and furniture. The **Truck Crew** is responsible for all heavy transportation, which includes supplies, luggage and trash, overseeing all the composting, and maintaining the island trucks, as well as maintaining the grounds. **Night Crew** conducts fire and safety patrols between 6 pm and 7 am and performs routine duties, such as waxing the lobby floor. The **Wastewater Treatment Plant Operators** are responsible for the daily operation of the Wastewater Treatment Plant.

The **Laundry Crew** washes the Pelican clothing and hotel linens on a daily basis and is responsible for inventory control of the paper storage area. The **Dock Attendants** are responsible for the safety of the waterfront area by attending 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. The **Naturalists** are responsible for running the Rutledge Marine Lab. The responsibilities vary from providing tours in birding, botany, geology and low tide, to stocking all the tanks in the lab. **Rounders** assist a variety of crews by covering days off. Those crews range from Waitrae and Housekeeping to Truck Crew. The **Lobby Rounder** is specified to work with Bell Hops, the Lobby Store and Book Store. 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, and staffing Vaughn Cottage when it is open to the public.

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 Pelican community to develop the weekly talent show. The **Assistant Music Director** will assist the Music Director in these responsibilities.

Pel Life organizes logistics to help ensure a safe and welcoming environment for Pelicans. This position is in charge of residential life, organizing Fire Watch, and welcoming arriving Pelicans.

All Pelicans are responsible for fulfilling assigned Fire Watch duties and participating in the weekly clean up of Pelican residential areas.