



Ferry Beach Retreat & Conference Center - Retreat Center Associate

HOST INFORMATION

Company Description:

ABOUT FERRY BEACH

Ferry Beach Retreat & Conference Center is located on the coast of southern Maine. We offer engaging conferences, retreats, vacations, and youth camp, plus meeting and celebration spaces on our beautiful 32-acre oceanfront campus.

Our relaxed campus features a sand volleyball court, two playgrounds, an art studio, fire pit, outdoor chapel, and of course, the beach! Our dining hall provides healthy, delicious food and good coffee. We have a variety of lodging options for our guests including a campground, dormitories, hotel-style rooms, cottages and cabins.

Ferry Beach is a welcoming non-profit member organization. At Ferry Beach, we celebrate diversity! Every person, no matter their race, gender, sexuality, religion or nationality are welcome and embraced as part of our community at Ferry Beach.

ABOUT THE REGION

Ferry Beach is located on the coast of Southern Maine. We are only 15 minutes from Portland, Maine and about 1.5 hours from Boston Massachusetts by vehicle. Ferry Beach is in the city of Saco and next to the town of Old Orchard Beach, though our location is outside of the urbanized areas. Downtown Saco is 4.4 mi (7 km) and the center of Old Orchard Beach is 3.6 mi (5.8 km) from our facility.

In the summertime, daily temperatures are around 80°F (27°C) and the water is between 60°-70°F (16°- 21°C). In early June and September, overnight low temperatures can be chilly.

Host Website: <https://www.ferrybeach.org/>

Site of Activity: Ferry Beach Retreat & Conference Center

Parent Account Name: Ferry Beach Park Association

Host Address: 5 Boardwalk Drive Saco , Maine , 04072

Nearest Major City: Portland , Maine , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Help make sure our programs and office run smoothly. Assist our with conference room set-ups, A/V equipment, and run the light and sound system in the theater for talent shows and concerts and more! When program needs are met, assist registration staff with making reservations in person and over the phone, checking in guests, taking payments, processing paperwork, and ensuring accuracy in counts! This is a fun job that is different every day.

This is a customer service role and a great job opportunity for someone who wants to experience many aspects of guest services as well as facilities management.

Individual with flexible availability is needed. Shifts will vary based on programming needs. This job ranges from an average of 32 hours per week in early June and late September to 40+ hours in the middle of the season. Optional overtime is likely during our busy weeks in July and Aug.

All staff are cross trained for multiple jobs and may be requested to fill in other departments at times.

Typical Schedule:

Shifts for this role are typically: AM: 7:00-2:00 PM: 2:00-9:00 Schedule may vary based on needs each week.

Seasonal changes to job duties or available hours: Yes

Range from an average of 32 hr/week in early June and late September to 40+ hours mid-season. All staff are cross trained for multiple jobs and may be requested to fill in other departments at times.

Drug Test required: No

COMPENSATION

Hourly Wage: \$14.5

Eligible for Tips: No

Estimated weekly wages including tips: \$522

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 36

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Hours may be slightly reduced (32-36) in Jun and Sep. In Jul and Aug we can offer 40+ hours. Staff who are flexible in their schedule are often able to pick up extra work and get overtime.

Average number of hours per week reached by last year's seasonal employees: 36

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

offers 3 meals a day on the job.

JOB REQUIREMENTS

English Level required:



Upper-Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Occasional lifting and moving of objects 25 lbs (11 kg) or less is required for employees at Ferry Beach.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Need to wear uniform: Yes

Uniform Policy:

All staff will be provided with 3 staff t-shirts and a name badge which must be worn while on shift. You may not wear your uniform when not on the clock.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

All staff must wear the provided t-shirts and name tags while on shift. Pants, jeans and appropriate length shorts are all acceptable. No clothing with holes permitted. We require clothing to be properly fitting (no skin-tight or baggy clothing). Closed toe sneakers are required while working. We expect staff to be clean and groomed and clothes to be clean and free of wrinkles. Hair must be tied back if you are working in food service.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Holiday Events

Additional Details about Cultural Offerings:

There are many opportunities to interact with students who live in the United States and learn from them about their lives and the activities that they engage in.

Local Cultural Offering:

Old Orchard Beach Chamber of Commerce sponsors events for all exchange students in the area to participate in. Ferry Beach will share information about the events with our students and help arrange for transportation to and from them.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Students are assigned housing spaces based on gender. Each bedroom will house two individuals of the same gender. The lodging type will vary based on the number of individuals of each gender we hire. The Gardiner Cottage (7 Boardwalk Drive, #2, Saco, ME) has 3 bedrooms each containing 2 beds and 1 bedroom with one bed. Each room has a fan. We can also provide A/C. We will provide the linens for the beds. The building has one shared bathroom with shower. In our campground (96 Seaside Avenue, Saco, ME), we have 3 pod units. Each pod contains 2 beds, a fan, mini refrigerator, microwave and table. We can also provide A/C. We will provide the linens for the beds. Staff in the pods utilize the restroom and shower facilities that are part of the campground (and are located nearby). We offer staff living at Ferry Beach meals (breakfast, lunch and dinner) in our dining center as part of their room and board package. There may be some days when we do not have meal service (mostly in June and September) and live-in staff will be responsible for their own meals. Meal times are assigned, and you may not eat until your assigned time. There is a shared living space, and a kitchen with a refrigerator and stove in the Gardiner Cottage. The shared space in Gardiner is for all live-in staff to use. All staff housing will be provided with basic cleaning products and tools for general upkeep. Administrative staff will have access to the spaces for inspection if there is any indication that general cleanliness is not being maintained.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Our facility has free wifi coverage. Depending where on campus you are accessing the internet, speeds vary from 75 MBpS to 300 MBpS.

Phone Service: Yes

Description:

Cell coverage is of moderate quality due to our proximity to the ocean. All major carriers provide coverage in the region. We recommend signing up for an MVNO service before arriving.

Kitchen facilities: Yes

Description:

All students may use the kitchen in the Gardiner Cottage, even if they are assigned to a different lodging location. The kitchen has a full-size refrigerator, stove, oven, and microwave.

Laundry facilities: Yes

Description:

We have coin operated laundry facilities in our campground. Live-in staff may not use the washers and dryers located in the housekeeping area.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 1 - 2

Rooming Arrangement Description:

Sleeping spaces are assigned by gender. Males and females sleep in different units. Nonbinary student housing is also available.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$75

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

You may arrange to pay ahead for your housing deposit or it we can deduct it from your first paycheck (or incrementally through multiple paychecks).

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

We expect living spaces to be left as you found them when you arrive. On your departure day we will inspect the space with you to determine if the deposit will be returned.

Details About Deposit Refund:

On the day of departure, the security deposit will be returned to the tenant via prepaid debit card, electronically via online money transfer service, or in final paycheck after an inspection of the space they occupied.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: Accommodations are located on our campus.

ARRIVAL INFORMATION

Arrival Instructions:

We will pick up arriving students in Portland, ME or Saco, ME between the hours of 6AM and 11PM.

Flights to Portland (PWM) are available from larger hubs such as New York (JFK & LGA) and Atlanta (ATL).

If you fly into Boston (BOS), the easiest and best option is to take the Concord Coach Lines bus to Portland. Buses depart about once per hour from each terminal. An alternative option is to take the Amtrak Downeaster train from Boston North Station directly to Saco. Getting between the Boston airport and North Station involves taking a Taxi/LYFT/Uber or Boston Public Transit.

Suggested Arrival Airport:

Boston, BOS, Over 50 miles

Portland, Maine, PWM, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: \$25 to \$50

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hilton Garden Inn Portland Airport
145 Jetport Blvd.
Portland, Maine 04102
<https://www.hilton.com/en/hotels/pwmpagi-hilton-garden-inn-portland-airport/>
207-828-1117
\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: No

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

We will provide assistance to students needing help with paperwork and rides to the social security office. It is recommended that students begin the process of applying for their Social Security number in advance at <https://www.ssa.gov/number-card/request-number-first-time>

Nearest SSA Office: Saco, Maine, Less than 10 miles

Other:

Wage Payment Schedule:

We are paid bi-weekly and require all staff to have direct deposit. We will have a representative from a local bank come to Ferry Beach to set you up with an account. Boarding fees are automatically deducted from paychecks.

Meal Plan: Mandatory

Estimated Cost Per Day: \$7.5

Meal Plan Description:

Meals are provided when the dining center is open. There are some times when the kitchen is closed and staff will be responsible for their own food. These times occur mostly in June & September.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

All staff must wear the provided uniforms and name tags while on shift. Pants, jeans and appropriate length shorts are all acceptable. No

clothing with holes permitted. We require clothing to be properly fitting (no skin-tight or baggy clothing). Closed toe sneakers are required while working. We expect staff to be clean and groomed and clothes to be clean and free of wrinkles. Hair must be tied back if you are working in food service.

Second Job Availability: Yes, likely

Applicable Company Policies:

WORKPLACE POLICIES

- Minimal cell-phone use is permitted while on shift. If use is observed as being excessive you will be asked to limit your use.
- No earphones without permission from supervisor. You must ask each time you wish to use them.
- Our campus is completely smoke-free. If you smoke you must leave the property.
- You may not work under the influence or impaired by alcohol or drugs (legal or illegal)

SCHEDULING

Schedules are posted in advance. All staff living on our campus are assumed to be available during normal waking hours and are scheduled as needed by the organization. **Staff living on campus with second jobs must work their other employment around their hours scheduled at Ferry Beach. We will not guarantee set schedules and shifts may vary each week based on the organizations needs.**

BREAKS

- You are entitled to a paid 15-minute break for a 4-hour shift
- You are entitled to a paid 15-minute break and unpaid 30-minute break for a 6-hour shift
- You are entitled to 2 paid 15-minute breaks and an unpaid 30-minute break for an 8 or more hour shift
- You may not split breaks into smaller durations to take additional breaks
- You may not take a break without a supervisors permission
- 30-minute meal breaks are assigned and may not be taken at your discretion

COMMUNITY AMENITIES

Walking Distance from Housing:

Restaurants

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library