Position Details

Overview

Position Title: *Cashier/Office Assistant-Sum27*

Position Code: *PC1648302*

Host Company Name: *Missy Magoos Candy & Gift Shop (Kelleys Island, OH)*

Host Company Description:
Kelleys Island Development Company owns and operates three locations on Kelleys Island, OH. Portside Marina, Dockers Waterfront Restaurant, and Missy Magoos retail shop.

Participants love working for Missy Magoo's because it's more than just a job—it's a fun island experience. Missy Magoo's is a lively candy and gift shop where participants can interact with happy vacationers, help families choose treats and souvenirs, and assist with renting 4- and 6-seat golf carts as well as bikes for both kids and adults. The work is social, active, and perfect for improving English skills while learning American customer service in a relaxed, friendly environment.

Participants may have the opportunity to work in positions in one of the other locations if needed..

Kelleys Island is a small, beautiful island on Lake Erie known for its welcoming community, outdoor activities, and summer tourism. With its beaches, parks, and island events, it offers J-1 participants a unique chance to experience American island life, meet people from all over the country, and enjoy a true cultural exchange in a safe and memorable setting.

Missy Magoos offers participants a memorable Work & Travel experience that combines professional growth, cultural immersion, and an enjoyable island lifestyle.

City: *Kelleys Island*

State: *OH*

Gender Preference: *No Preference*

English Level: *Advanced*

Minimum Age: *18*

Earliest Start Date: *5/26/2027*

Earliest End Date: *9/6/2027*

Latest Start Date: *6/15/2027*

Latest End Date: *10/1/2027*

Position Details

Average Hours/Week: *32*

Typical Schedule:
Typical shifts are 9:00 AM–5:00 PM, 1:00 PM–9:00 PM, or 2:00 PM–10:00 PM. Participants are required to work every weekend. You will receive two full days off during the week, and those days may change based on business needs.

Working weekends and holidays is required.

It may not be possible to have a set schedule each week and friends traveling together may not be able to be given the same day off.

Additional Hours Details:
You will average a minimum of 32 hours a week over the course of your program. Some weeks will be more and some could be less based on business needs.

Position Description:
Missy Magoo's is more than just a workplace—it's a fun island experience. We are a lively candy and gift shop where employees interact with happy vacationers, help families choose treats and souvenirs, and be part of the vibrant summer atmosphere of Kelleys Island. Our team enjoys a social, upbeat environment that's perfect for learning American customer service and improving English skills while having fun.

Located on beautiful Kelleys Island, a small and welcoming island on Lake Erie, Missy Magoo's offers employees a unique opportunity to experience American island life. With beaches, parks, outdoor activities, and seasonal events, Kelleys Island is a safe and memorable place to work, meet people from all over the country, and enjoy a true cultural exchange. You may also work in the Marina Store, which will give you the opportunity to gain additional experience.

Job Summary
The Cashier/Office Assistant provides friendly, enthusiastic customer service while assisting guests with candy, gifts, souvenirs, and rental services. This role is ideal for energetic, outgoing individuals who enjoy working with people in a fast-paced, fun, and customer-focused environment.

Key Responsibilities

- *Greet customers warmly and create a positive shopping experience*
- *Responsible for running a cash register, counting of correct change, restocking of shelves, locations cleanliness, and great customer service.*
- *May work in the Marina Store or Retail Shop.*
- *Must be willing to work independently.*
- *Must be willing to work outdoors in all weather conditions.*
- *Must be able to lift/carry up to 23kg(50 lbs)*
- *Resonsible for office duties, answering the phone, talking to marina guests and customers.*
- *Assist customers in selecting candy, gifts, and souvenirs*
- *Help manage rentals of 4-seat and 6-seat golf carts and bikes for children and adults*
- *Responsible for washing and parking golf carts.*
- *Keep shelves stocked and displays neat and organized*
- *Maintain cleanliness and organization of the shop*
- *Answer customer questions about products, rentals, and the island*
- *Work as part of a friendly team to ensure smooth daily operations*

Qualifications

- *Friendly, positive, and outgoing personality*
- *Strong interest in customer service and working with the public*
- *Willingness to learn and follow instructions*
- *Advanced English communication skills (reading, writing, and speaking)*
- *Ability to stand for extended periods and stay active throughout the shift*
- *Reliability, punctuality, and a team-oriented attitude*

Work Environment & Benefits

- *Fun, social, and active workplace*
- *Opportunity to improve English and learn American customer service standards*
- *Daily interaction with vacationers and families from across the U.S.*
- *Unique cultural exchange experience on a beautiful island*
- *Safe, welcoming community with plenty of outdoor activities*

Ideal for

- *Individuals who enjoy retail, customer interaction, and island life*

Please Note: This job description is intended to provide a general overview of the responsibilities and duties associated with this position. It is not an exhaustive list of all tasks that may be required. Responsibilities, duties, and work assignments may be modified or expanded at any time, with or without prior notice, to meet the needs of the business.

You must arrive by the date agreed upon at the interview, and listed on your work offer, and are expected to work until the last day listed on your work offer.

You will be expected to arrive to work on time, every day, and dressed in proper uniform.

You will be expected to make sure you perform your job responsibilities as taught in training and according to company standards.

Since you will interact with the guest's, advanced English is required.

Friends traveling together cannot be guaranteed the same day off or the same scheduled shift. Please be prepared for this.

SECOND JOBS:

Second jobs are permitted. Participants must be available for every shift they are scheduled to work at Missy Magoo's/ Marina Store and their second job must not interfere with their work performance.

Intrax participants are not permitted to start working at a second job without first obtaining permission from Intrax.

Required Duties:
• Strong communication and interpersonal skills
• Ability to work well in a team environment
• Ability to multitask and prioritize effectively
• Flexibility to work varying shifts and weekends as needed
• Basic math and computer skills
• Demonstrate a high level of customer service. Respond to and take appropriate action to resolve concerns and complaints of guests
• Greeting all guests as they enter the store in a timely manner
• Retail Sales/Shop Assistants serve as a representative of our company and must display courtesy, respect, tact, and discretion in all interactions with other employees, management, owners, guests, and members of the local community

Skills Required:
Advanced English skills required. Ability to stand on your feet for long periods of time. Outstanding Guest Service skills

Supplies Required:
Participants are provided with three free work T-shirts. Additional shirts may be purchased for $5 each. Participants must supply their own shorts or pants, which must be non-ripped shorts with at least a 3-inch inseam, jeans, or khakis. Closed-toe shoes

Supplies Cost:

Company Policies:

Interview Required?: *Yes*

Additional Information:
Participants receive 30% off gift shop merchandise, a $5 shift meal on days worked six hours or more (excluding specials and seafood), free non-alcoholic drinks while working, and 25% off restaurant food during non-work hours.

Training Dates:

Different Training Period Wage:

Physical Demands:
Must be able to stand for long periods of time; Must be able to work outdoors; Must be able to work with cleaning and sanitation products; Performing duties which require bending, reaching, and/or lifting; Lifting & transporting up to 25/30/50/100 pounds

Drug Testing Requirements:

Meals Included:

Transportation:

Host Placement - Related Costs:

Benefits Provided by Host:

Pay Rate: *USD 15.00*

Pay Frequency: *Weekly*

Pay Notes:

Overtime Available? *No*

Overtime Rate: *22.50*

Days Before Start of Work: *5*

Tipped Position? *No*

Accepts Couples? *No*

Accepts Groups? *Yes*

Second Job Allowed? *Yes*

Company Provided Housing? *Yes*

Arrival Information

Recommended Airport: *Cleveland Hopkins International Airport (CLE)*

5300 Riverside Dr, Cleveland, OH 44135

Nearest Bus Station: *GO BUS https://ridegobus.com/routes/*

Located in Port Clinton, OH

Nearest Train Station: *Sandusky, Ohio*

www.amtrak.com

Transportation to Company:
Plan to arrive at Kelleys Island via the Kelleys Island Ferry Boatlines. For more information about Kelleys Island Ferry Boat Line, including rates & schedules, visit www.KelleysIslandFerry.com. If you do not arrive before the final departure, you will need to wait until the following morning to travel. Housing will be available up to five (5) days prior to your official start date. Please email us at least two (2) days before your arrival at Office@portsidemarinaki.com with your arrival plans. Once confirmed, Host Company will pay for ferry tickets, available for pickup at the ferry booth.

Reporting Instructions: *All participants must contact the employer with your travel arrangements before your arrival to the USA.*

You MUST check in on your MY INTRAX account the day you arrive in the United States.

Travel Instructions:
Fly into Cleveland Hopkins International Airport and then take the GO BUS to Port Clinton, Ohio https://ridegobus.com/routes/

Upon arriving to Port Clinton, take an Uber to the Jet Express boat Dock (www.jet-express.com). Be sure to check the Jet Express Schedule, before traveling to the United States, so you know if you will arrive in time for the last boat of the day. If you do not arrive in Port Clinton, OH before the last boat of the day you will need to arrange a hotel for the evening.
Purchase a one-way ticket to Kelleys Island from the Jet Express ticket window.

Nearest Social Security Office: *Closest Social Security Office:*

252 WAYNE STREET
SANDUSKY, OH 44870

Your Host Company will supply transportation to the Social Security Office.

Social Security Instructions:
You must wait at least 7 days after checking in on your MY INTRAX account before applying for Social Security.

Area Information

Area Information:
Kelleys Island is located on beautiful Lake Erie, 4.5 miles from the mainland. It is roughly 2 x 4 miles in size. The Island is steeped in history – from the Glacial Grooves and Inscription Rock to the beautifully restored houses, many of which are well over 150 years old.

While seemingly small, the little community welcomes hundreds of visitors each day and thousands on the weekends. This location is wonderful for participants who want a taste of Island life, breathe the clean fresh air and participate in friendly activities.

Climate:
Summer temperatures on the Island will range from 65-85 degrees during the day and 55-75 degrees at night.
Closest major cities:
Toledo, Ohio 38 miles away
Detroit, Michigan 48 miles
Cleveland, Ohio is 51 miles away
Distances to major cities do not include the 45 minute ferry ride from the Island to the Main Land.

Cultural Opportunities:
There are so many cultural opportunities available to you that you won't have time to get bored. Here's just a few of the exciting things to do:

Kelleys Island State Park

Scheele Preserve

North Pond Boardwalk – North Pond State Nature Preserve

East Quarry Trails – Horseshoe Lake

Kelleys Island Adventures

Glacial Grooves

Inscription Rock

North Shore Alvar

Put In Bay Island

Cedar Point Amusement Park

Website: *http://facebook.com/missymagoos/*

Additional Website Info:

Accomodation Option: Missy Magoos Candy & Gift Shop Employee Housing

Address:
207 Cedar Lane
Kelleys Island OH
43438 - United States

Type:

Company Arranged: *Yes*

Company Recommended: *Yes*

Description:

Housing will be provided by the Host Company Participants working at Missy Magoos Candy & Gift Shop are expected to live in the housing provided.

Participants who choose not to move into employee housing, or who move out of housing early, may be required to resign from their position at Missy Magoos Candy & Gift Shop.

Cedar House offers shared bedrooms depending on room size (twin bed, linens, dresser to each) in a residential area with a large yard, free parking, and secure room keys. Three full bathrooms are assigned among participants.

The house features air conditioning, free laundry (washer and dryer), WiFi, and common spaces including a sunroom, living room with TV, and a fully equipped kitchen (2 sinks, 2 refrigerators, 2 stoves).

Residents must respect quiet hours (11pm–8 am), keep common areas clean, and follow a rotating bathroom cleaning schedule. NO PARTIES ALLOWED.

Participants who quit their jobs, are terminated, move out of housing early, or cause damage to the housing will not be eligible for a refund of the housing deposit.

Estimated Weekly Cost: *USD 50.00*

Additional Weekly Cost:

Additional Cost Description:
Housing costs $50 per week for rent, which is payroll deducted.

A security deposit of $25 per week will be deducted from payroll until it reaches $250. It will be refunded once the room is cleaned, in good condition, and the key is returned.

Participants who leave their jobs before their original end date, or who are terminated, are not eligible for a refund of their housing deposit.

Commute Options: *Walking; Bicycle; Car*

Commute Cost:

Company Provides Transportation: *Yes*

Estimated Distance to Company: *1.8 miles*

Gender Restrictions: *None*

Features:

Features Description:

Additional Information: