

# Rental and Wedding Co-ordinator

## **BROAD RESPONSIBILITY:**

Assist the Executive Directors in the smooth running and operation of Camp Kintail, with emphasis on providing leadership and expertise in the year-round operations particularly with rentals and wedding co-ordination.

## **FLEXIBILITY:**

Any camp leadership job requires flexibility, and this position will require a lot of flexibility. All positions at Camp Kintail include time spent in programming, administration, hosting, maintenance, staff supervision, and kitchen work.

## **RESPONSIBLE TO:**

1. Assist the Executive Directors in the smooth running of Camp Kintail, meeting with them regularly.
2. Manage all rental contracts with the Executive Director.
  - 2.1. Communicate with all interested and confirmed rental groups.
  - 2.2. Co-ordinate tours with interested groups.
  - 2.3. Book all groups after approval, including quotes, updating information, and invoices.
  - 2.4. Provide rental hosts with all relevant information and be a contact through the rental.
  - 2.5. Be the primary host for groups throughout the summer as well as a regular host through the year.
3. Manage all wedding contracts with the Executive Director.
  - 3.1. Communicate with all interested and confirmed weddings.
  - 3.2. Co-ordinate tours and tastings with interested groups.
  - 3.3. Book all weddings after approval, including quotes, updating information, and invoices.
  - 3.4. Be the primary host for all weddings throughout the year.
  - 3.5. Work with seasonal and year-round staff to provide a wonderful wedding experience.
4. Oversee hospitality.
  - 4.1. Co-ordinate the annual calendar of retreats, weddings, and rentals, in conjunction with the summer camp and school group dates.
  - 4.2. Organize and manage the dishes, linens, and supplies for all rentals and special programs.
5. Oversee purchasing for retreat and rental supplies.
6. Become competent on the CampBrain registration and conference centre database.
7. Supervise staff as requested, including writing season evaluations.
8. Provide on-call support for staff, site, and groups throughout the seasons. In the spring and summer, this will mean one evening a week and through the fall and winter, this will mean staff support for one week at a time (rotating through eight staff).

9. Host rental groups and lead programming. Cooking and cleaning responsibilities as required.
10. Take responsibility for ensuring the site is retreat and camper ready.
11. Maintain and update a monthly VISA statement for approved expenditures.
12. Work with the Directors to ensure that Camp Kintail meets all government, OCA, TSSSA, and OPHEA policies.
13. Participate fully as a year-round staff member and by word and deed encourage a faithful Christian witness.

## **QUALIFICATIONS:**

1. Experience in a Christian camp setting.
2. A minimum of two years of experience in a camp or hospitality context.
3. A college or university degree.
4. A personal living faith.
5. Experience and training in hospitality, administration, and management an asset.
6. A willingness to work in a team environment.
7. A valid "G" driver's license and insurable with the camp.
8. A Standard First Aid Certificate with CPR "C".

## **DIRECTLY RESPONSIBLE TO:**

- The Executive Directors

## **COMPENSATION & TERMS**

Competitive salary package based on experience and education. This is a year-round salaried position, but it is understood that the spring, summer, and fall require more hours and the winter is more available for time off.