



Retreat Administrator

Job Team: Camp

Deadline: until filled

Location: CSR Grand River (N3T 5L4)

Type/Status: Regular Part- Time Term Casual (average 16 hours/week, tracked on time and attendance)

Salary: \$19.00/hour

Benefits: RRSP

Vacation: 6% vacation pay added each month

Mission and Purpose:

InterVarsity's mission is to cultivate welcoming and witnessing communities that nurture growing faith in Jesus through the crucial years.

In alignment with this purpose and reporting to the camp general directors, the Retreat Administrator provides support to the year-round retreats.

Key Responsibilities:

Retreat Hospitality and Administration

- timely response to retreat inquiries
- create retreat contracts
- collection of deposits and required documents
- regular communication with retreats
- create menus, greeting pages, invoices, and program schedule for retreat group
- post retreat group communication
- website updates for retreat offerings as needed

In- House Communication Regarding Retreats:

- create, update and share retreat calendar
- communicate with kitchen regarding menu, numbers, dietary needs, snack plan
- provide greeters with required information

Key Outcomes:

- Rental and guest groups have a positive experience and want to return
- Rental and guest customer base grows each year
- Rental income meets budget

Qualifications:

- Outstanding interpersonal and communications skills both oral and written
- Relationship management skills (emotional intelligence)
- Conflict management and problem-solving skills
- Ability to work collaboratively and effectively with team members at all levels
- Demonstrated ability to relate well to a variety of groups of varying ages
- Project management Skills (manage details, prioritize and delegate)
- Advanced computer skills: learn and use computer applications; working effectively with Microsoft Office platforms
- High School Diploma
- Flexibility to work irregular and extended hours as required
- Knowledge of the non-profit sector in particular, Christian youth and camping ministries

Application Process: Interested applicants are invited to email a résumé and cover letter to recruitment@ivcf.ca.

Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's Statement of Agreement documents (Statement of Faith, Vision and Aims and Community Covenant).

Please note this position is open to people who are eligible to reside and work in Canada.

We welcome and encourage applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however only those candidates selected to move forward in the recruitment process will be contacted. No agencies please.