



Rental and Wedding Coordinator

Camp Kintail is a growing organization that provides day and overnight summer camp, retreats, outdoor education, weddings, rentals, and much more. The Rental and Wedding Coordinator will join a team of a dozen other year-round staff members to create community for all guests, campers, and seasonal staff.

The Rental and Wedding Coordinator will help to create fun and meaningful experiences for all of Camp Kintail's campers and guests, with focus on rental and wedding coordination.

Responsible To:

1. Assist the Executive Directors in the smooth running of Camp Kintail, providing frequent updates to them and meeting with them regularly.
2. Oversee hospitality.
 - Priority tasks that directly impact guest experience and satisfaction during their visit to camp.
 - Coordinate the annual calendar of retreats, weddings, and rentals, in conjunction with the summer camp and school group dates.
 - Organize and manage the dishes, linens, and supplies for all rentals and special programs.
3. Manage all rental contracts with the Executive Director.
 - Communicate with all interested and confirmed rental groups.
 - Coordinate tours with interested groups.
 - Book all groups after approval, including quotes, updating information, and invoices.
 - Host retreat groups as scheduled.
 - Provide rental hosts all relevant information and be a contact through the rental when not hosting.
4. Manage all wedding contracts with the Executive Director.
 - Communicate with all interested and confirmed weddings.
 - Coordinate tours and tastings with interested groups.
 - Book all weddings after approval, including quotes, updating information, and invoices.
 - Be the primary host for all weddings throughout the year.



- Work with seasonal and year-round staff to provide a wonderful wedding experience.
5. Participate as “Host” for several groups and all weddings. This responsibility is assigned and shared with other staff and will be scheduled in advance.
 - Set up spaces throughout the site to the specifications of the group before their arrival and oversee any changes mid-event.
 - Be at the camp to welcome the group, answer any questions, and confirm timing for meals, programs, and quiet hours.
 - Ensure all dietary information is relayed to the kitchen.
 - Ensure all snacks and mealtimes are agreed upon and ensure the kitchen is informed. Be present for meals and ensure food is delivered on time.
 - Provide details needed to welcome guests during their first meal or ensure this responsibility is appropriately delegated.
 - Monitor an on-call phone on select, scheduled occasions.
 - Review the schedule for staff providing programming for groups and be available to direct staff in event of questions or changes.
 6. Lead programming (ie archery, crafts, slingshot).
 7. Provide catering assistance when required.
 8. Coordinate purchasing for retreat and rental supplies with the Executive Director.
 9. Become competent on the CampBrain registration and conference centre database.
 10. Keep and update a group rental and wedding spreadsheet to monitor deposits, communications, payments, and rebooking to ensure each reservation is up to date.
 11. Update rental and wedding information packages and website information.
 12. Update pricing annually with the Executive Director.
 13. Work to promote Camp Kintail as a rental and wedding location, to draw new groups to Kintail, especially mid-week groups.
 14. Take responsibility for ensuring the site is guest ready by assisting in cleaning and facilities related tasks between groups.
 15. Maintain and update a monthly VISA statement for approved expenditures.



16. Work with the Directors to ensure that Camp Kintail meets all government and OCA policies.

17. 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 personal living faith.
4. Experience and training in hospitality, administration, and management an asset.
5. A willingness to work in a team environment.
6. A valid "G" driver's license and insurable with the camp.
7. A Standard First Aid Certificate with CPR "C".

Length of Contract:

Annual contract

Directly Responsible to:

The Executive Directors

Compensation and 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. Health and dental benefits provided.

Created September 2021, Updated May 2025