



# EVENTS & RECREATION COORDINATOR

## FAIR HAVENS CAMP & CONFERENCE CENTRE

**Job Type:** Full-Time, Year Round

**Location:** Onsite, Fair Havens Camp & Conference Centre  
B2215 Durham Regional Hwy 48,  
Beaverton, ON L0K 1A0

### ROLE:

To collaborate closely with the Group Bookings Coordinator from Labour Day to Canada Day, by managing initial inquiries, event coordination, and business development each Retreat Season. During the summer months, the focus shifts to recreation coordination and overseeing the management of events conducted throughout the nine-week summer Family Camp. The ideal candidate will possess strong organizational and leadership skills, and the ability to work and communicate effectively in a dynamic environment.

### RESPONSIBILITIES:

#### RETREAT SEASON

- Report to the Office/Business Services Manager and collaborate closely with the Group Bookings Coordinator to ensure the smooth execution of retreats.
- Serve as the primary contact for retreat planning, managing initial inquiries.
- Implement business development strategies, including but not limited to cold calls, emails, site visits, and creating service information decks for potential clients.
- Host retreat groups on-site, working evenings and weekends as needed.

#### SUMMER SEASON

- Plan and carry out recreational programs throughout the 9-weeks of summer Family Camp.
- Lead a recreation team of Student Staff and Volunteers, coordinating activities and resource management from start to completion of each recreation activity
- Assess and improve upon summer programming and activities from year to year.
- Successfully managing recreational resources, including but not limited to watercraft, life vests, sports equipment, and more.

### SKILLS & QUALIFICATIONS

- Outstanding leadership, time management, facilitation, and organizational abilities.
- Post-secondary education and event planning experience considered an asset.
- Proficient in Google and Microsoft Suite, with the ability to quickly master new systems.
- Capable of effectively engaging with guests of all ages.
- Demonstrates a strong problem solving mindset.
- Excellent communicator with the ability to compartmentalize tasks efficiently.
- Committed to embracing and embodying the Core Values and Beliefs outlined in the Fair Havens Statement of Faith.

**Start Date:** January 5<sup>th</sup>, 2026

Please forward the cover letter and resume to [apply@fairhavens.org](mailto:apply@fairhavens.org)