

*The Guest Groups & Program Coordinator supports the organization to achieve the vision and mission of Rivers Edge Camp & Retreat Centre. He or She ensures Rivers Edge Camp & Retreat Centre's activities promote, enhance, and protect the Rivers Edge brand, and boost its reputation with relevant constituents, as well as driving broader awareness. The Guest Groups Coordinator subscribes to the Rivers Edge Statement of Faith and abides by its Codes of Conduct.*

*The Guest Groups & Program Coordinator serves as the liaison between Rivers Edge Camp & Retreat Centre and guests, comprised of a variety of rental groups including churches, schools, businesses, associations, families and individuals.*

*The Guest Groups & Program Coordinator manages guest needs prior to, during and after departure. As a member of a team dedicated to serving the needs of our guests and one another, the Guest Groups & Program Coordinator anticipates and responds to those who come to Rivers Edge Camp & Retreat Centre with professionalism, discretion and good will.*

*The Guest Groups and Program Coordinator will serve as an activity leader, guest group host, and be willing to help out wherever needed. The Guest Groups and Program Coordinator will assist with the promotion of summer camps in supporting churches, k-12 schools, and universities/colleges as well as help out with the recruitment, and interview process of summer staff. This position will organize the programming needed for the guest group retreats, and host guest groups.*

*The Guest Groups and Program Coordinator should be able to work quickly and unobtrusively in a busy environment that frequently demands the ability to multitask. He or she will demonstrate flexibility and responsiveness to schedule changes and requests from guests and staff. He or she will demonstrate strong organizational and time management skills, and be able to negotiate, deal with conflict situations and creative problem-solving abilities. He or she will be a self-starter who takes initiative and can take direction and execute oral and written instructions, and request clarification when needed. The Guest Groups and Program Coordinator will provide excellent customer service to internal and external customers.*