

Retreat Centre BOOKINGS AND OPERATIONS MANAGER

Tucker House Renewal Centre

Job Posting:

Tucker House Renewal Centre seeks a community-minded, bilingual, environmentally-conscious couple or individuals to fill the role of Bookings and Operations Manager at our ecological and spiritual retreat centre in Clarence-Rockland, Ontario.

Tucker House is a registered charity with a mission to inspire sustainability through on-site and mobile programs of environmental education.

About the position:

The Bookings and Operations Manager (BOM) lives on-site, in the nearby 'tiny house', and is the staff person coordinating activities on-site. This is a comprehensive role requiring mature and responsible individuals who enjoy varied work and are handy, tactful, and able to solve problems. Responsibilities include managing communications and bookings with rental groups, handling overall maintenance and upkeep of the rental centre and grounds, ensuring health and safety requirements are met, and supporting on-site programming. The role averages at least 30 hours/week; some periods are busier, and other times are slower, so flexibility is important in managing the needs of guests and the property. Applicants should be comfortable working in both official languages with excellent written and spoken fluency. This central position requires courtesy in dealing with the public, ability to do regular physical labour (indoor cleaning and outdoor maintenance of the property and physical systems), computer literacy, and attention to detail (operations checklists, managing rental information, etc.).

The live-in nature of this role means on-site presence most/all weekends and many weekdays during the year is a must.

APPLICATION PROCESS

Interested applicants are asked to send a current resume and cover letter as a single file in English to [**directrice@maisontuckerhouse.ca**](mailto:directrice@maisontuckerhouse.ca). Please include an additional three paragraph bio in French on a separate page.

Leading candidates will be invited to do an informal on-site visit with the Director to review job requirements; this may be followed by a formal interview in both French and English for top candidates.

For questions, please send email to Executive Director, at above address.

Because of the nature of the position with managing site security and the likelihood of interacting with vulnerable populations in our programs such as children, youth, and seniors, Tucker House Renewal Centre requires a *police records check* for employment working with the

vulnerable sector as a condition of employment. We also conduct reference checks (*3 references required*) to ensure suitability.