

Light of the Prairies Retreat Centre

Retreat Centre Manager

Reporting to the Director, the Retreat Centre Manager is responsible for day-to-day operations. This includes overseeing paid and volunteer staff and ensuring the success of LoTP services and events.

The position averages 10 hours/week and requires on-site availability dependent on bookings. The Retreat Centre could be used as workspace for someone with other remote work.

Responsibilities

Guest Relations and Communication

- Ensure guests are greeted upon arrival and offered a warm welcome.
- Respond to guest inquiries about the retreat center and local area.
- Coordinate and support volunteers
- Develop and implement communication plan to promote LoTP use and programming

Facility Management

- Ensure setup and readiness of meeting rooms, accommodations, and common areas.
- Ensure the kitchen and other shared spaces are clean and well-stocked.
- Oversee and ensure maintenance and cleaning of buildings and property.
- Monitor facility condition and report maintenance or repair needs to Executive Director.
- Ensure all policies and guidelines are followed.

Administrative Duties

- Coordinate bookings and assist with guest check-in and check-out processes.
- Maintain record of guest stays and feedback.
- Scheduling and coordinating retreat activities or events as needed.
- Gather and report on needs and concerns of current and potential retreat centre users.
- Implements services in alignment with retreat centre values, policies and procedures.
- Ensure operation in accordance with applicable provincial laws and regulations.

Please apply to info@lightoftheprairies.com by January 28th.

You can visit [our website](#) to learn more about the Retreat Centre.

