



Internship

#100

Dorm Co-Ordinator & Attendant

Fox Harb'r Resort is a 5 Star, 4 Diamond Resort nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. As a post secondary student, we are offering an exceptional opportunity for you to experience a unique work experience while enjoying this 5 Star Luxury work environment. Spending the summer in a rural Nova Scotia setting at a breath-taking resort, will provide you with a wealth of experience from living on property, combination positions and/or unique Internships, all while learning managerial traits and techniques through enrolment in our ***Fox Harb'r Intern/Coop 2022 Program***.

Position Description

The Dorm Co-ordinator & Attendant's role will be to work with the Dormees (staff who live there) to ensure a safe, prideful and comfortable living condition and experience for all. Included, will be the programming, and hosting (as appropriate) for Dormee events to provide socialization and a sense of community for all involved. This position will report to the Sr. Asst. Housekeeper & Dorm Manager.

As an Internship/Co-op, it will be included in the exclusive ***Fox Harb'r Intern/Coop 2022 Program*** with the following related opportunities for continued growth and skill development:

- A mentor from the management team will be assigned to this candidate to ensure bi-monthly check-ins as the successful candidate works toward understanding their responsibilities and the adoption of management traits and styles in dealing with Dormees both younger and older and from all walks of life.
- Attendance at a minimum of 4 of the Leaders' weekly meeting with the Executive Committee
- An assigned meeting with the President of Fox Harbour, to discuss the successful candidate's career aspirations.
- Attendance at a minimum of 4 "learning workshop" Fox Harb'r holds for Interns/Co-op Students throughout the season. Various workshop titles will be covered ie Providing Feedback; Supervisory Challenges to Overcome; Understanding Hotel Finances; etc. etc.
- A member of the Health & Safety Committee.

Reports to: Sr. Asst. Housekeeper & Dorm Manager

Scope

Areas of responsibility include, but are not limited to the following:

- On-boarding of all Dormees as they arrive to the Dorms (ie welcoming them; showing to their rooms; reviewing the rules of the dorms and social calendar; reviewing all safety protocols and generally getting Dormees settled into the routine of Dorm life.
- On-going cleaning of general/common areas of the dorms (living areas; kitchens; bathrooms and hallways) using proper chemicals and cleaning methods; removal of garbage, recyclables and refundables.
- Assuring Dormees understand and are communicated with when basic habits of living in a dorm, are not adhered to and assure open lines of communications with direct report on all incidents and circumstances of significance.
- Preparing guestrooms for arrivals and departures of Dormees (stripping and/or making up beds, floor cleaning and dusting/wiping out dressers). Sr. Asst. Housekeeper & Dorm Manager will co-ordinate with the HR department to understand who is coming and going at various times – and communicate same.
- Reporting and following up on all maintenance issues.
- Designing and programming of a social calendar of events with final approval of the Sr. Asst. HSKP & Dorm Manager.
- Hosting events as appropriate.
- Co-ordinating with designated drivers taking Dormees to appointments (ie Medical appts; groceries; shopping expeditions; Pub nights; movie nights etc.) into Tatamagouche, Pugwash or Truro.
- Keeping clean (and trash free) the Recreation Barn and Laundry facility.
- Ensure that all health and sanitation protocols are being met.

This is a new position for the Resort and has a strong potential for providing a Intern or Co-op student with the opportunity to hone communication skills, exercise administrative skills in lease sign-ups and deposit tracking; to supervise activities, to create and present for approval an events plan/schedule with budget, to execution such a plan, establish and chair the Dorm Committee and finally, to shape and impact the experience of the Resort staff who choose to live in dorms.

Qualifications

- 1st, 2nd, 3rd year or graduating Intern/Co-op Studies student for a post secondary institution.

11/09/21