



Title: Outdoor Activities Coordinator
Position reports to: Outdoor Activities Manager
Direct Reports: Outdoor Activities Guide, Sport Shooting Guide
Salary: 17.50
Employment: Full-Time/Seasonal

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

General Description: The Outdoors Activity Coordinator will help the Outdoor Activities Manager with overseeing, guiding and providing the highest level of guest service through well trained and motivated Outdoor Activities Team Members. The successful candidate will assist with the day-to-day operations of the Outdoor Activities department and play a contributing role to the focus and overall direction of the department.

Qualifications & Requirements:

- Strong confidentiality values
- Brilliant listener
- Provider of balanced feedback
- Strong ethics (do the right thing, always)
- Mentor and lead by example
- Effective communicator
- Comfortable with having difficult conversations
- Relentlessly protects Guest and colleague information by keeping personal and financial information confidential.
- Problem-solving and analytical capabilities.
- Computer literate with experience in Microsoft Excel, Word and Power Point.
- Organized approach to work, ability to prioritize and meet deadlines.
- 1st AID certificate

Responsibilities:

- Assist in planning and directing the daily operations of the Outdoor Activities Department.
- Provides supervisor direction of daily operation ensuring the balance between delivering excellent service, maximizing profitability and supporting the development of all colleagues to their highest potential.
- Shows a strong presence and visibility each day
- Continually demonstrates/role models exceptional service standards and supports the teams at all times through training and encouragement.
- Encourages and builds mutual trust, respect, and cooperation among team members.
- With input from Activities Manager, develops specific goals and plans to prioritize, organize, and accomplish work.
- Monitors that all standards and legal obligations are followed.
- Stays readily available/ approachable for all team members.
- Monitors and maintains the productivity level of employees.
- Ensures that the registration process is warm, efficient and smooth, and that our guests receive excellent service and their requests accommodated.

Human Resources Department, Ann Jeffreys

Email: hr@foxharbr.com Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



- Personally welcome, meet, greet, escort, and farewell as many guests as possible
- Perform all Activities (guiding kayak tours, lead fishing excursions, guide target shootings, lead horseback riding) as required.
- Review all guest bookings a day prior & ensure that activity guides are assigned accordingly
- Actively promote a considerate work environment which cares for guests and colleagues alike.
- Produces effective and efficient Outdoor activities schedules.
- Assures the cleanliness and orderliness of the premises by all colleagues.
- As agreed upon conducts staff training.
- Performs other duties, as assigned, to meet business needs.
- Expected to be allocated duties not specifically outlined within the position description
- Follow and promote workplace occupational health and safety policies, procedures and instructions.
- Actively participates at the OH&S Meetings with active and participatory engagement in being “part of the solutions”.
- Promote corporate culture: work safely, work hard and project a positive attitude.
- Communicate professionally and effectively with co-workers.
- Attend and participate in scheduled meetings as requested.

At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Competitive wages
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

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