



Position Title: Team Member Housing and Activities Coordinator
Position Reports to: Assistant HR Manager
Salary: \$20.00 per hour
Employment: Seasonal, Full-time, March - November

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 Team Member Housing Coordinator is responsible for ensuring a seamless housing experience for all team members at Fox Harb'r Resort. This role manages accommodations, coordinates transportation, resolves housing issues, and organizes both on- and off-site activities for team members. The ideal candidate is highly organized, detail-oriented, and has excellent interpersonal skills to create a welcoming and enjoyable experience for all staff.

Qualifications

Responsibilities

- Coordinate and manage team member housing assignments, including room bookings and roommate arrangements
- Organize airport pick-ups and drop-offs for incoming and outgoing team members
- Ensure all rooms are prepared and equipped with welcome gifts prior to team member arrival
- Handle requests for roommate changes and resolve housing-related concerns
- Serve as the primary point of contact for team members regarding housing questions or issues
- Plan and coordinate team member activities on- and off-site to foster engagement and community
- Maintain accurate records of housing assignments, arrivals, departures, and special requests
- Collaborate with HR and other departments to ensure housing operations run smoothly

Qualifications:

- Previous experience in hospitality, event coordination, or housing management preferred.
- Excellent organizational, problem-solving, and multitasking abilities.
- Strong communication and interpersonal skills, with a customer-service mindset.
- Ability to work independently and as part of a team.
- Flexibility to work evenings or weekends as needed, particularly during team member arrivals or special events.
- Attention to detail
- Conflict resolution
- Time management
- Teamwork and collaboration
- Customer service orientation

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.



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

Our benefits include:

- 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 etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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