



Retreat Host and Trailhead Eatery Coordinator Role Description Starting September 2026

Position Title:

Retreat Host and Trailhead Eatery
Coordinator

Salaried:

\$40,000 - \$46,000
- commensurate with experience

Role Type

Permanent, Ministry Staff

Employee Benefits

Insurance, medical, dental, retirement

Full-time position:

40 hours / week year-round
60 hours / week summer

Paid Vacation

4 - weeks

II. Position Summary:

Located in Haliburton, Ontario, Medeba is seeking to fill the position of Retreat Host and Trailhead Eatery Coordinator. Medeba is a Christian organization whose mission is to *use adventure and community to challenge young people to continually say yes to God.*

This position consists of hosting retreat groups on weekends throughout the non-summer months and overseeing and leading teams in dining room preparations, food serving and cleaning up after meals. This role is ideal for someone with a love for hospitality and combines team leadership, upfront presence, hosting of large groups and behind-the-scenes serving. A general work week in the non-summer is normally Wednesday to Sunday. In the summer during our summer camp ministry, this is a 6-day-a-week role. (Extra vacation is provided in lieu.

1. Desired Results**Youth Retreat Host****Overview**

- To serve as the Retreat Group Host for weekends when groups are booked at Medeba.

Key Priorities

- To provide exceptional service to weekend Guest Groups by arranging/providing for their program requirements.
- To welcome, orient weekend Guest Groups when they arrive.
- To receive payment from weekend Guest Groups.
- To oversee/facilitate the program staff required to run weekend guest group activities and programs.
- To be "on call" for weekend groups should they need to contact someone for assistance.

Trailhead Eatery Coordinator

Overview

- To serve as the Eatery Coordinator when groups are booked at Medeba. In non-summer, this will occur from Wednesdays through Sundays and six days a week in the summer

Key Priorities

- **Overall**
 - To prepare dish room before groups' first meal
 - To set up for dining, including setting up the dining room, tables, and preparing condiments
 - To serve and clean up for all meals in the Trailhead Eatery.
 - To perform regular cleaning of the Eatery.
 - To perform minor maintenance as needed and ability allows.
- **School Groups**
 - To work with Proságo (if available midweek) as they assist in the operation of the Eatery.
 - To facilitate the use of students (from the group) in set-up, serving and clean-up during school programs.
- **Weekend Guest Groups**
 - To work with and oversee the Eatery Staff in set-up, serving and clean-up.

General Staff

Overview

- To assist with any site-related needs that may arise.

Key Priorities

- Areas included are cleaning and maintenance projects.

Summer Responsibilities

Overview

- Eatery Coordinator; other considerations could be made based on Medeba's need.

Miscellaneous Areas

- To actively pursue an intimate relationship with God, strive for personal holiness and continually support all of the Medeba ministries through regular prayer.
- To be willing to help out in other areas, when requested, that are in support of the ministry but are not specified in this Employment Agreement.

2. Guidelines

- Follow and agree with the following:
 - Medeba's Mission and Ministry Philosophy
 - Medeba Year-round Ministry Staff Expectations, Code of Conduct, and Statement of beliefs
 - Applicable Medeba Year-round Staff Personnel Policies
 - Medeba's Social Safety Policy
 - Risk Management
 - Follow all general Medeba procedures (written and unwritten).

3. Resources Available

- Supervisor and other year-round staff for consultation
- All necessary resources for the job

4. Accountability

- Account for weekly performance.
- Regular accountability meetings with supervisor.

III. Compensation:

1. Salary:

- TBD – Salary Range \$40,000 – \$46,000 based on experience
- Food is provided when working.
- Room available from Medeba. Will be subtracted from pay.

2. Benefits:

- Year-round staff benefits and full-time staff benefits will be received as outlined in the “Year-round Personnel Policies”.
- Mobile phone provided.

3. Allowable Expenses:

- These are outlined in the “Year-round Personnel Policies”.

4. Professional Development:

- This is outlined in the “Year-round Personnel Policies”.

5. Vacation and Time Off:

- This position will receive 4 weeks of paid vacation. (2 base weeks and 2 weeks in lieu of extra hours in the summer.)
- Days off will vary depending on School group and Retreat Group bookings.
- Medeba’s intent is that employees average a 40-hour work week (other than summer), but there may be times where supervisory staff may be needed to work additional time.
- Lieu time for extra hours worked should generally be taken within two weeks of extra time worked and generally must be used within the year.

6. Working Relationships:

- Directly responsible to our Food Services Director.

Skills and Experience Required:

- Committed Christian with active ties to their church community.
- Have graduated from Medeba’s LDP/Proságo program, and/or have served on a Medeba Senior Summer Camp Leadership Team, preferred
- Have a firm grasp of and commitment to model Medeba’s Organizational Values, Character Traits and Leadership Competencies we teach in our leadership programs.
- Experience managing and supervising people, particularly youth.
- Experience in hosting people and groups to accomplish desired outcomes.
- Comfortable in interpersonal communication skills on the phone, in person, public speaking in front of groups and in email communication
- Organized person