



March 20, 2026

Dunrovin Retreat Center seeks a Guest Services Coordinator, with a job opening in April. The ideal candidate will have a heart for people and an excellent orientation to details. The role of the Guest Services Coordinator is to ensure that exceptional hospitality is offered to guests by the coordination of the entire guest experience at Dunrovin – from the initial inquiry to the actual experience to follow up – through the administration and marketing of group rentals and cabin rentals and training and supervision of guest hosts.

Job Expectations: As a center for hospitality of guests coming from varying backgrounds, the Dunrovin employee aims to offer a warm welcome and exceptional hospitality every moment for every person who comes. The employee will strive to communicate respectfully with staff members and all who come and will strive to maintain an atmosphere of Christian peace. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, and will maintain an approved schedule of hours.

Job Requirements: The Guest Services Coordinator will possess excellent verbal and written communication skills; welcoming interpersonal skills; orientation to details; aptitude for technology; problem-solving skills; professional initiative and promptness; will show flexibility with the job schedule and demands; and is inspired by Dunrovin's mission to offer exceptional hospitality to every person.

20-25 hours/week

\$24-30/hour based on qualifications and experience

This position may be combined with other Dunrovin job responsibilities in marketing, development, or management to be a full-time job.

This is an on-site position with some remote hours possible.

Interested candidates are asked to send a cover letter and resume to Mary Meeds, Communications & Mission Lead, at mary.meeds@dunrovin.org