



HOUSEKEEPING MANAGER

ABOUT US

Vajrapani Institute for Wisdom Culture (VPI) is a secluded retreat center located in the stillness of the California Redwoods. Our purpose is to inspire deep spiritual work by providing supportive conditions. Both retreaters and staff members from all religious traditions are nurtured by the energy of our blessed land, holy objects, and visiting teachers. VPI is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 140 centers founded by Lama Yeshe and Kyabje Lama Zopa Rinpoche.

We are looking for a warm and kind hearted person who values harmony and can, therefore, live and work in a contemplative environment with a community of practitioners made up of retreaters and staff members. This individual must be service minded and understand how his/her role serves the needs of the VPI community.

DUTIES/RESPONSIBILITIES

Our full-time Housekeeping Manager takes the lead in keeping our center organized, tidy, and clean. The Housekeeping Manager will on occasion, supervise volunteer help. How Vajrapani Institute looks is a direct reflection of our values. This is an important role that we do not underestimate.

Core Duties

- Manage time & duties through existing systems and checklists.
- Support retreaters in their working meditation practice which includes housekeeping tasks.
- Clean and maintain all retreat facilities.
- Bring laundry to off-site cleaners.
- Inventory and stock housekeeping supplies as needed.
- Assist retreaters with housekeeping requests as they arise.
- Prepare for special guests such as Lamas and Rinpoches.
- Communicate with other departments about shared responsibilities.

QUALIFICATIONS

In adapting to our retreat environment and in managing our Housekeeping Department, we are looking for the following qualities:

- * Ability to maintain contentment and joy while working independently and in solitude,
- * Ability to plan ahead and organize in order to cover the varied needs of retreats and of retreaters,
- * Ease and ability in communication, including being open to feedback,

- * Ability to work in an efficient and spacious manner – vision and attention to detail,
- * Enjoys a clean, organized and uncluttered environment,
- * Lots of initiative and comfort with self management.

BENEFITS

This is a full-time, 35-hour per week position. Compensation includes \$8/hour, subsidized room and board, as well as health and dental insurance after six months. There is ample opportunity to develop one's spiritual practice, including our annual Winter Retreat, where staff are supported to do a personal retreat. The main reward for offering service at the Institute is the joy of supporting oneself and others on the path to enlightenment.

APPLICATION DEADLINE: Nov. 10, 2011

TO APPLY:

Please fill out the VPI application located at www.vajrapani.org. Email the application along with a resume to Betty Chan, Assistant Director, betty@vajrapani.org. For questions, please contact Betty at 1-800-531-4001, x2.