



LAND DEPARTMENT MANAGER (Full-Time)

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 “Caretaker Team” has oversight of our entire land and of our retreat facilities including buildings, electrical system, roads, and utilities. The Land Department Manager (LM) manages full-time, part-time, and volunteer staff within the department. The LM is responsible for overall department organization as well as the prioritization of both long term projects and short term maintenance needs. The LM reports to the Director.

General Maintenance

- Oversee daily maintenance of an off-grid power system composed of batteries, inverters, solar panels, hydroelectric generator, etc.
- Oversee water system by monitoring water levels,
- Troubleshoot both off-grid power system and the water system in creative and resourceful ways,
- Ability to fix electrical, plumbing and general maintenance problems as they arise.

Project Management

- Inspect all buildings and structures on a regular basis to ensure safety and maintenance.
- Monitor and implement “Emergency Procedures & Protocol.”
- Responsible for maintaining the overall tidiness, cleanliness, and appearance of the land.
- Responsible for trash & recycling, and utilities maintenance.
- Responsible for maintaining drainage systems, roads, and trails.
- Prioritize caretaker requests.
- Coordinate both long-term and short-term projects with departmental staff, independent contractors and Director or Assistant Director.

- Provide cross-dept. communication regarding projects that impact a particular department.

Staff Management

- Ensure that staff follow-through and complete tasks.
- Provide wrap-around group retreat support on arrival day and during the retreats.
- Coordinate departmental scheduling with Assistant Director.
- Work with Assistant Director to recruit departmental staffing.

General Duties

- Attend monthly Safety Committee meetings where role is Incident Commander (IC).
- Attend weekly staff meetings, quarterly staff community meetings, and regular department meetings with the Director.
- Responsible for Land Department representation for certain FPMT group retreat planning meetings.
- Provide group retreat dinner service, when needed.

QUALIFICATIONS

Necessary criteria:

- Able to navigate steep slopes in unimproved wilderness and have a good sense of direction as well as map reading skills,
- Experienced in staff management,
- Has a keen understanding of VPI's safety needs and safety protocols,
- Excellent communication and organizational skills,
- Works well in a team environment,
- Certified in electrical work and understands off-grid power systems,
- Experienced with plumbing and in particular with PVC piping, fixing broken water lines and finding leaks,
- Knowledgeable about water chlorination maintenance,
- Has mechanical skills,
- Experienced in general maintenance and comfortable with power tools,
- Able to diagnose simple vehicle maintenance issues,
- Knows how to work with propane, especially in checking for leaks, troubleshooting refrigeration issues,
- Understands road maintenance,
- Has own vehicle,
- Sense of humor,
- Reliable,
- First Aid/CPR certified,
- Able to handle an emergency or urgent situation, especially when alone,
- Commitment to VPI's mission and core values of wisdom, harmony, loving-heartedness, spaciousness, clarity, and trust.

Not necessary but a big plus:

- Carpentry skills,
- Landscaping experience,

- Not necessary to be Buddhist or spiritually inclined but must respect VPI's spiritual environment.

COMPENSATION & BENEFITS

This is a 35 hour per week full time position which includes subsidized lodging and meals. Compensation is \$8-\$10 per hour (DOE). There are many opportunities to participate in retreats with esteemed teachers and to apply what one has learned through the job and as a community member. There is ongoing support to deepen one's own spiritual path, including the month long Winter Staff Retreat.

APPLICATION DEADLINE: Open until filled.

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. Please put "Land Manager" in the subject line. Resumes without an application will not be considered. For questions, please contact Betty at 1-800-531-4001, x2.

Vajrapani Institute is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, gender, age, sexual orientation, and physical abilities.