

Spiritual Teacher and Leadership (STL) Retreat Manager Job Description

Status Part-Time Hourly Position

(This opening is for a Retreat Manager for 15 months ending March 2023)

Note: STL Retreat Manager work is irregular, intermittent and up to 500 hours and part-time; Retreat Managers work 30+ days/year.

Reports to STL Guiding Teachers

Compensation - \$31.88 per hour

SUMMARY OF JOB

The STL Retreat Manager supports Guiding teachers, STL trainees, and EBMC's Event Coordinator for the STL training and ensures that administrative, accounting, and other event operations requirements are met. Retreat Managers must be available, flexible, clear and present during online events (daylongs and non-residential) and In-Person events (Residential/ non-residential). They should be able to work under pressure, in order to be effective while working sometimes long hours and performing multiple tasks and demands.

PRIMARY DUTIES AND RESPONSIBILITIES

Support STL training and Guiding Teachers

- Attend planning meetings, in order to support curriculum development, agenda changes and report any trainee questions to Guiding Teachers
- Liaison with trainees to support communications, participation, and knowledge sharing
- Manage event attendance and track and document attendance of trainees for GT availability
- Work with Development Coordinator to support EBMC's commitment to Gift Economics
- Maintain communication with EBMC Event Coordinator regarding STL training needs

Learning Portal Administration

- Assist EBMC Event Coordinator with needs around updating learning portal
- Record Dharma talks and other instructional activities and upload to the Portal
- Upload pre- and post-work to learning portal
- Maintain record of writing assignments on portal for GT availability
- Be available to support Learning Portal access for trainees

Administrative Support

- Be consistently available for the teachers as a support and team member
- Coordinate incoming messages from trainees, manage shifting schedules from both the GT's and trainees.
- perform event-related administrative office work
- Support trainees in submitting writing assignments
- Manage post-event Evaluation

Guest Teacher Support

- Send out invitation and thank you letter to guest teachers
- Receive material and resource lists for postwork and prework
- Coordinate with guest teachers any technical, media needs they may require
- Assist Event Coordinator with any additional follow-up for Guest Teachers
- Coordinate with EBMC Financial Manager to ensure timely compensation for guest teachers

Online Event Support

- Manage Events and Assist Teachers
- Coordinate with EBMC Event Coordinator to ensure that logistics and necessary information are ready for events
- Supervise event and class volunteers
- Carry out data management tasks related to classes as needed
- Manage online classes and groups via Zoom
- When possible, participate in 1-2 activities each day to tune into the tenor of the event
- Report trainee problems and concerns to teachers when appropriate. Develop and present opening event announcements/orientation, ongoing updates and closing announcements (as requested by teachers and coordinated with them)
- Respond to trainee notes and requests as soon as possible
- Be quietly available for trainees: answer questions, assist with problems or concerns, call transportation service or ambulance for medical emergencies, pick up urgent prescriptions (during in-person events), administer first aid
- Oversee facilities accessibility and access needs for trainees, guests, and all participants
- Not limited to above tasks, as other tasks may emerge to meet the needs of trainees and guiding teachers

In-Person Event Support

- Be a reference and support for Kitchen and Facilities staff in maintaining work meditations and other needs as needed during in-person events
- Liaison between the site administrators, facilities, housekeeping and kitchen staff to coordinate activities during in-person events
- Manage temperature, lighting, sound systems, chairs, cushions, audiovisual needs, winter safety issues, etc.)
- Coordinate with Facilities Dept.
- Coordinate outgoing rides, carpools, and other transportation issues as needed for trainees and teachers
- Coordinate retreat trainee check-in with site; orient and answer questions, collect and review forms for completeness, assign bell ringers, distribute handouts, room assignments, and administrative paperwork
- Oversee facilities (accessibility and access needs for trainees and all participants)
- Ensure facilities are in order and in readiness for event when onsite during in person events; notify Facilities Department of areas under their supervision in need of attention
- Review trainee information for rooming needs, accessibility needs, dietary needs, and share the report with the STL teaching team
- Assign rooms for trainees
- Set up signage and paperwork for Registration Check-in
- Post event schedules in designated areas throughout the event space
- Review, inventory and purchase supplies to ensure that an adequate supplies are at hand and resupply as needed during the event

- Communicate with Volunteers, Event Manager, Kitchen Manager/Cooks regarding any pre-event questions or issues
 - Check voicemail, emails, and return calls as needed (cancellations, etc.)
 - Coordinate transportation needs (ie carpools or rental vans)
 - Prepare inventory of office supply/pharmacy/altar supplies/cushions to ensure adequate supplies
 - Coordinate late registration/work meditation sign-up with cooks and facilities; follow-up with trainees who need to complete forms
 - Meet with STL teaching team to review event logistics
 - Communicate with the EBMC Event Coordinator, site administrators, facilities, and kitchen staff to coordinate activities
 - Not limited to above tasks, as other tasks may emerge to meet the needs of trainees and guiding teachers
-
- Oversee event closing: gift economics support, housekeeping needs, clean up
 - Organize information to be given to EBMC staff regarding attendance, accounting, and event Operations Manager including data calculation spreadsheets
 - Check inventory and complete office supply/pharmacy/altar supplies/cushions if items are running low

Coordinate Facilities

- Supports Facilities and Operations Director in risk assessment and development of safety protocols for EBMC's physical space
- Implement safety protocols for the center during classes (*when we're able to safely host events in person*)
- Open and close the center on the day of registered classes (*when we're able to safely host events in person*)

OVERALL QUALIFICATIONS

should demonstrate competence in the following:

- Familiarity and experience with the East Bay Meditation Center, through participation in practice groups and/or attendance at EBMC events or classes
- Inspired by and desiring to serve the Dharma. Service to the Dharma, the trainees, teachers and East Bay Meditation Center staff is at the core of this work
- Experience volunteering at EBMC events a plus
- Ability to create ethical relationships within a diverse community
- Ability to hold the event container with appropriate energy in mind, body and intention and with confidentiality, and to effectively interface with all levels of teacher, trainee and staff needs
- Skills in conflict resolution and community mediation (mentoring can be provided)
- Consistent and level headed under pressure; ability to simultaneously hold the container and attend to myriad details.
- History of meditation practice and familiarity with the Dharma
- Skills in working and communicating effectively with people across lines of cultural difference and ability
- Experience and aptitude in dealing with people experiencing psychological difficulties a plus
- Event coordination and facilitation skills
- Ability to deal with emergencies with clarity, decisiveness and common sense;
- Excellence in managing and navigating online platforms such as Zoom and Learning Management Systems (LMS)

- Ability to address additional tasks as they emerge to meet the needs of trainees and guiding teachers
- Reliable, punctual, good follow-through
- Friendly, personable and patient
- Able to work independently
- Good oral and written communication skills
- Ability to work with close attention to detail for data management and accounting tasks (?)
- Comfortable receiving feedback and responding quickly to changing conditions
- Sensitivity to creating a supportive teaching and learning environment for all
- Flexible lifestyle, available for periodic events; willingness to serve on several smaller events each year; this work is irregular, intermittent, and part-time
- Commitment to upholding EBMC's Fragrance Free policy when working in person
- CPR and First Aid training completion (will be supported by EBMC)

Proficiency in the use of Word processing, specifically Microsoft Office Suite, Google Suite and Thinkific or other similar online Learning Management System

Working conditions:

- Will work in a Buddhist centered environment
- All EBMC employees are required to be fully vaccinated for COVID-19. The organization provides reasonable accommodations pursuant to applicable civil rights laws and absent undue hardship
- Will be required to work some evenings and weekends
- Must be able to perform essential job functions in a work environment where service and support animals may be present.
- Must be able to physically lift 25 – 30 lbs and set up event space as needed for programs

STL Contact Person(s) and Contact Information:

EBMC Contact Person(s) and Contact Information: Jen Woodfork, Jena@eastbaymeditation.org

Please note: This job description is not exhaustive and is provided to assist the postholder to know what their duties are. It may be amended from time to time, without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder. EBMC is an equal opportunity employer and we place a high value on workforce diversity.

Applicants will interview with the one or more EBMC staff members and Guiding Teacher