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**CARETAKER**

The Caretaker is a part of the Land Team whose primary goal is to maintain our 70 acres of land and off the grid retreat facilities including buildings, electrical system, plumbing, roads, and utilities. The Caretaker is primarily responsible for carrying out general maintenance, repairs, and small projects. They should be great at following the Land Manager’s lead, and just as comfortable working independently or within a team based on project demands. This position is truly a hands-on position, which allows one to work on many varying projects.

We are looking for a kindhearted, mature and spiritually orientated 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 their role serves the needs of the Vajrapani Institute community.

As we are a retreat center with most of the staff members living on the land, the Land Caretaker is required to live on the property.

Following a 2 yearlong closure due to the Covid-19 pandemic, we will be reopening in a limited capacity around Spring 2022. Ideally, this position would start immediately as it is an integral part of reopening.

**Responsibilities**

* Inspect, maintain and repair facilities
* Monitor all utilities, including electric, water, and propane usage
* Maintain overall upkeep and appearance of land, including stupas, trails, walkways
* Road maintenance and upkeep including roads, drains, and culverts
* Repairing and maintaining propane appliances
* Supply firewood and kindling to all needed areas
* Managing trash, recyclables, and compost
* Prepare land for individual retreaters or group arrivals
* Dinner service as needed
* Attend weekly staff meetings and all staff training
* Flexibility with assisting other departments as center needs arise

**Qualifications**

* A spiritual practice/orientation
* Excellent communication and organizational skills
* Enjoys working in a team environment
* Basic knowledge of the following: plumbing, carpentry, electrical, land stewardship
* Knows how to work with propane, especially in checking for leaks, troubleshooting refrigeration issues
* Mechanical skills - able to diagnose simple vehicle maintenance issues
* Unimproved road maintenance experience
* Experienced in general maintenance and comfortable with power tools, etc.
* Able to assist in an emergency or urgent situation when they arise
* Understanding off-grid power systems a plus
* Familiarity with Buddhism
* Approved to work in the U.S.

**Benefits**

* Full-time, 35 hour per week position with hourly compensation
* Daily staff meditation sittings
* Opportunity to do a supported one-month personal retreat during our annual winter staff retreat
* Lunch provided on workdays
* Health care stipend
* Dental coverage after first 3 months
* Housing perks for living on the land

Confidence can sometimes hold us back from applying for a job. We at Vajrapani Institute know there is no such thing as a “perfect” candidate. Here we look for exceptional people who want to make a positive impact through their work and help create a place where they, and others, can have spiritual growth. So whatever background you bring with you, please apply if this role would make you excited to come to work every day!

**About Vajrapani Institute**

Vajrapani Institute is located on a secluded 70 acres of land within the redwood forests of the Santa Cruz Mountains. Our purpose is to inspire deep spiritual growth by providing supportive conditions to both guests and staff members from all religious background. For over 40 years, we have been hosting retreats in the Tibetan Buddhist tradition of our founders Lama Yeshe and Kyabje Lama Zopa Rinpoche. VPI is an affiliate of the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international, non-profit organization with over 140 centers, devoted to the transmission of the Mahayana Buddhist tradition and values worldwide through teaching, meditation, and community service.