

# HOUSEKEEPING ASSISTANT

**ABOUT US**

Vajrapani Institute for Wisdom Culture (VPI) is a secluded retreat center located in the stillness of the California Redwoods. We support the transformation of spiritual teachings into experience through contemplative retreat. We also offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all. VPI is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 150 centers.

# DUTIES/RESPONSIBILITIES

Our Housekeeping Assistant helps the Housekeeper to keep our center organized, tidy, and clean. We believe that our ability to keep VPI well kept and cared for is a direct reflection of our values. Duties beyond basic housekeeping may include supervising volunteers on occasion, and trips into Boulder Creek for off-site laundry.

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 hardworking, service minded and understand how his/her role serves the needs of the VPI community.

**Core Duties**

* Assist with cleaning of all retreat facilities
* Assist with supporting retreaters in their working meditation practice which includes housekeeping tasks
* Assist with inventory and stock housekeeping supplies as needed
* Assist retreaters with housekeeping requests as they arise
* Assist with preparation for all retreat guests
* Attend weekly staff meetings and quarterly staff community meetings
* Coverage and support in other departments, when needed

# QUALIFICATIONS

We are looking for the following qualities:

* Reliable and consistent
* Able to manage time & duties through existing systems and checklists
* Ability to maintain contentment and joy while working independently and in solitude
* Able to carry out physically demanding work
* Ease and ability in communication, including being open to directions and feedback
* Ability to work in an efficient and spacious manner while paying attention to the details
* Maintains a clean, organized and uncluttered environment
* Flexibility with scheduling to accommodate the center’s needs
* Initiative, comfort, and effectiveness in self-management.
* Ability to lead, follow, take initiative, and take direction and the discernment to know when each is appropriate
* A desire to be part of a spiritual community
* A sincere desire to serve

**COMPENSATION & BENEFITS**

This is a 20 to 35 hours per week position. The schedule will depend on our weekly group retreat schedule.

* Subsidized onsite housing is a possibility, wages adjusted accordingly.
* We offer paid time off (PTO)
* Health Plan reimbursement of $50 after 3 months
* Dental insurance after 3 months
* Opportunity to develop one’s spiritual practice
* Annual Winter Retreat, where staff members are supported to do a personal retreat.
* Opportunities to sit in teachings during group retreats
* The joy of supporting others and oneself on the spiritual journey

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