



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## RESIDENT VOLUNTEER, SPIRITUAL CARE CENTRE

- Residential position with room in Spiritual Care Centre staff apartment and full board and monthly allowance.
- Reports to Spiritual Care Hospitality Coordinator as line manager.
- 30 hour week with flexible working (split shifts, evenings, weekends etc.)
- Time off in Lieu when extra hours are required

### Main Duties

- Works as a member of a team, to ensure a high standard of care is offered to all guests.
- Covers housekeeping duties to ensure a high standard of cleanliness and hygiene, monitors food supplies for the kitchen at the Spiritual Care Centre and assists with other housekeeping duties as required.
- Shares welcome and orientation cover for all guests
- Supports the Spiritual Care Centre Hospitality Co-ordinators in event management of the Spiritual Care Centre public programme of retreats, workshops and training events
- Supports with group bookings when required
- Shares responsibility for night cover in the Spiritual Care Centre
- Participates in team reviews and development meetings
- Liaises with the Accommodation Manager and the Administration team when required

### Requirements

- Warm, welcoming, empathic personality
- Good team player with ability to also work on own initiative
- Microsoft Office familiarity
- Good English
- Ability to be sensitive to guest needs and an understanding of boundaries
- Good communication skills
- Ability to work with a cool head under pressure

Familiarity with Spiritual Care and Buddhism and /or a background in a caring role would be desirable but not essential.