

SPIRITUAL CARE CENTRE VOLUNTEER

The role comes with a simple bedroom in community housing with shared bathroom and kitchen. Vegetarian meals are provided. You will have opportunities to attend retreats and workshops as your work schedule allows.

Reports to Spiritual Care Centre 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 (with the Spiritual Care Manager, 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 event management team for the Spiritual Care Centre public programme of retreats, workshops and training events
- Supports with group bookings when required
- 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 beneficial but is not essential

Training and supervision will be provided.