



IMCW VOLUNTEER POSITION DESCRIPTION

Role Title: Retreat Manager

Purpose of position: To assist IMCW in providing retreats as it works to continue to spread the Dharma.

Duties:

1. Initially, assist retreat managers as a way of learning what is involved in retreat management
2. Assist with finding venues
3. Create retreat flier and registration form
4. Advertise retreat
5. Handle registration as needed (create spreadsheet, update, etc.)
6. Track registrations and handle retreat promotion
7. Handle pre-retreat yogi contacts (confirmation email and other emails/phone calls)
8. Go to storage unit to get needed items
9. Purchase items as needed (e.g. Kleenex, fruit, tea, etc.)
10. Get volunteers to assist with donating needed items (e.g. flowers), helping with set-up, clean-up, etc.
11. Provide onsite assistance the day(s) of the retreat (come early to help with set-up, stay late to help with clean-up, provide ongoing assistance during the retreat)
12. Handle sound or work with the individual doing the sound
13. Assist with after retreat needs (e.g. processing dana, completing retreat spread sheet, etc.)

Job/Task Location: Metro D.C. area; most work can be done at home.

Hours (approximate): 50-80 hours per daylong depending on the size of the daylong, more hours for overnight retreats.

Reports to (name, phone, email): Office Administrator, IMCW

IMCW staff contact (name, position, phone, email): Neile Whitney, Manager, Volunteer Resources, volunteer@imcw.org, 202-986-2922

Support provided:

Training, support and assistance is provided by seasoned retreat managers, along with an informational Retreat Managers' Manual. Shadow seasoned retreat managers to get hands-on experience in what is involved in retreat managing.

Qualifications (education, personal characteristics, skills, abilities and/or experience required):

Ability to interact well with the public and represent IMCW and the dharma in a positive manner. Good organizational skills and computer skills (email, Excel, Word, etc.) are necessary as well as the ability to get things done in a timely manner.

Frequently Asked Questions (FAQs) About Volunteering at IMCW

The mission of IMCW volunteers is to offer the generosity of their time and energy to support the sangha, help it continue to thrive, and be of benefit to all.

The dana of service is a rich opportunity to practice mindfulness in a context where the kindness, compassion and connection we discover along the way is valued just as much as what we may accomplish. For our volunteers IMCW wants to create a community in which volunteers are appreciated, supported, and actively engaged in activities that are meaningful to them.

- ❖ How do I find out about volunteer opportunities at IMCW?

Current opportunities are listed on our website and posted in weekly classes. These listings are updated monthly. If you have questions about opportunities listed or you would like to offer a special skill to offer, please feel free to contact our Manager, Volunteer Resources at volunteer@imcw.org or call 202-986-2922.

- ❖ How do I sign up?

Please complete the volunteer activities form online or at any of our weekly classes. Someone will contact you once the information is received.

- ❖ How do I know what hours and time commitments is required?

Each volunteer opportunity has a description, which includes its estimated time requirements. Please carefully review the descriptions prior to agreeing to serve. If you have any questions you may contact the Manager, Volunteer Resources, at volunteer@imcw.org or call 202-986-2922.

- ❖ Can I put in only partial service?

While it is our intention to be as flexible as possible, it is preferred that volunteers work the stated hours for the position. However, you may work out an agreement with either the volunteer coordinator or the committee or staff coordinator for a particular role. Please ask ahead of time and only modify the schedule if you have received prior approval.

Please be aware that it may not always be possible to work abbreviated hours.

- ❖ What if I need to cancel service I have signed up for?

Please contact the volunteer supervisor or the Manager, Volunteer Resources if you need to cancel. It is important that you contact someone as soon as you are aware of your need to cancel so that other arrangements can be made.

Volunteer Supervisor: volunteer@imcw.org
Staff: meditate@imcw.org or 202-986-2922

- ❖ If an emergency arises and I am unable to show up for a service I have volunteered to do, do I need to cancel?

Yes. Please contact us – using the contact information above - as soon as you are able so that we can make appropriate arrangements.