

Volunteers needed!

Root Institute in Bodhgaya, India

Located in the holy land of Bodhgaya where Shakyamuni Buddha attained Enlightenment more than 2500 years ago, Root Institute for Wisdom Culture is an NGO/Charitable Trust providing people of all nationalities the opportunity to study and practice Tibetan Buddhist philosophy and meditation. We also provide free health care to the local community: www.rootinstitute.com

Each winter Root Institute seeks seasonal volunteers to work alongside the Centre Director, Centre Manager and Spiritual Programme Coordinator to form a team of dedicated FPMT students working to fulfill Lama Yeshe and Lama Zopa Rinpoche's wish for students to meet and practice the Dharma in Bodhgaya. Volunteering at Root Institute is a wonderful opportunity to live in the blessed environment of Bodhgaya while benefiting others!

Position: Kitchen Manager

6 months from October 2012 to March 2013 reporting to the Centre Manager

Do you have an interest in food, cooking and the Indian way? If so, we need you to run our kitchen and dining hall.

The responsibilities and challenges of the Kitchen Manager are to oversee a team of local staff, to plan an exciting and nutritious menu while working within a budget and limited variety of foods available here in Bodhgaya. The peak of the season, December and January, will prove to be the most challenging with up to 200 guests to feed at once.

An interest in food, a creative eye for detail, confidence, patience, and a sense of humour are essential to making this position work for you.

Position: Office Manager

6 months from October 2012 to February 2013, reporting to the Centre Manager

The Office Manager position can be a very demanding role so good organizational skills and focus on the job are essential to make the position work. You will also need to be prepared to be on call after hours on a roster basis.

The job entails overseeing the room reservations, welcoming guests, short tours/introduction of the institute for new comers, keeping track of guest accounts, laundry, meals, etc. There will be some data entry and monitoring of the general email account, answering enquiries, etc. so computer literacy is useful.

You will be working closely with our local staff for ground and room maintenance and housekeeping, and with our SPC for student and teacher reservations.

The role starts off during the quieter months of September and October with preparation of the rooms, updating the database, emails and reservation chart and while it's still a little bit quiet, helping out around the Institute for whatever is needed to set up for the season.

During the busier months, November through January, the job will be based solely in the office overseeing all the students and guests needs.

This job requires patience, flexibility and an easy way of looking at things when problems inevitably arise.

Position: Office Housekeeping Assistant

4 months from October 2012 to February 2013, reporting to the Centre Manager

This position is primarily assisting the Office Manager.

Working with the Office Manager to oversee the maintenance of all rooms, bathrooms and grounds, to follow up on housekeeping and maintenance that has been carried out, making sure rooms are ready and amenities are working for the next guest. Setting up teachers rooms and overseeing the housekeeping for the duration of their stay. Helping in the office with room reservations, welcoming guests and short tours/introduction of the institute for newcomers.

During any quiet times, your help in other areas around the Institute will be of great benefit, assisting in the shop or any other jobs that needs to be done.

This job requires and energetic person with an eye for detail and great organizational skills. The ability to work as part of a team is also essential.

Position: Shopkeeper

October 2012 to February 2013, reporting to the Centre Manager

Our beautiful little shop is a hub of activity during the busy months at Root Institute. The main focus of this position is to be always present to welcome customers, to keep a happy and welcoming environment, to keep a good stock of supplies and most importantly, to keep the coffee flowing!

Previous experience in shop keeping, ordering and inventory would be great but not essential for this role. The most important requirement is that you love the shop and can give it great energy for making it into an area for relaxation!

This position would suit someone with a creative flair and would love to make the shop into an enticing place for people to visit.

All positions require you to work 6 days a week and in return you will either receive a private or shared room depending on length of stay, plus three vegetarian meals a day and a whole load of merit!

To apply for the role of Kitchen Manager, Office Manager, Office Assistant or Shopkeeper, please email manager@rootinstitute.com and state which position you are applying for, add your current CV highlighting any relevant experience, a covering letter explaining why you'd like to work here and a brief summary of your Dharma history. Please also provide email addresses for two referees.

