

De-Tong Ling Retreat Centre
Kangaroo Island, South Australia
Position of Retreat Centre Manager

De-Tong Ling Retreat Centre is unique, a rare gem in our highly modernised world. Situated on 1300 acres of wilderness at the western end of Kangaroo Island, in South Australia, the centre is 3km from the coast and is elevated with long views across the scrub and out to sea. The peaceful, pristine natural environment offers conditions that are highly supportive of meditation.

This Tibetan Buddhist centre is ideal for those seeking long-term solitary retreats, offering individual retreat accommodation in four self-contained earth-walled houses, with discrete provision of all the physical needs of the retreaters. In the future, a further seven houses will be built, similarly isolated from all other buildings. Also on the site is a beautiful Enlightenment Stupa with a gompa below, now completed after many years of volunteer effort.

Currently De-Tong Ling Retreat Centre holds two annual guided group meditation retreats, four days over Easter and ten days in October. In the future, the centre is intending to expand the number of group retreats, which will be possible when the construction of a Group Retreat Facility, now in progress, is completed.

The Retreat Centre Manager is responsible for the day-to-day management of the centre, while working collaboratively with the Centre Director and the Board. He or she would live in a self-contained earth-walled and furnished house with solar power, which could accommodate a partner if required. Accommodation is free, with a modest stipend to cover living needs. There are a 4x4 vehicle and a tray-top utility vehicle on site for use.

PREFERRED QUALITIES:

- A strong commitment to Dharma practice, with an understanding of FPMT organisation policies and an ability to maintain its guidelines
- Comfortable with silence and solitude, with minimal worldly distractions
- Enjoyment of life in the bush and comfortable with the native wildlife
- Enthusiasm and a good sense of humour
- Flexibility in an ever-changing environment

PREFERRED EXPERTISE:

- Some experience in centre management or the equivalent
- Diplomacy and excellent communication skills
- Computer literacy, including social media use
- Good oral and written English
- Excellent problem-solving ability
- Practical, hands-on approach
- Ability to provide optimum health and safety conditions

REQUIREMENTS

- Possession of a valid driver's licence
- Police clearance
- Australian citizenship or for international applicants, a legal right to work in Australia
- First Aid certificate

RESPONSIBILITIES

1. Individual Retreat Supervision

- Manage administration of individual retreats using spreadsheets: applicant details, bookings, dates, house allocations, finances e.g. food, petrol, firewood, gas expenses
- Manage retreat applications: assess suitability with advice from Sangha, communicate with applicants to organise transport, food arrangements and any special requirements

- Pick up and drop off retreaters when required
- Welcome retreaters with a short orientation
- Maintain non-verbal communication with retreaters via written notes and provide support to them throughout the retreat period, e.g. food shopping, maintenance issues
- Manage retreat houses: organise cleaning, maintenance, firewood, gas bottles, etc.

2. Group Retreat Organisation

- Liaise with the retreat leader
- Publicise the retreat details via flyers, posters, websites, Facebook, newsletters
- Take bookings and answer enquiries
- Recruit and coordinate volunteers for Gompa care, cleaning and cooking
- Organise accommodation for retreaters and retreat leader
- Clean and set up the Gompa and manage altar offerings

3. Centre Garden Supervision

- Oversee the vegetable garden by personally undertaking or delegating: plant propagation, soil improvement, weeding, harvesting crops to support those in retreat

4. Volunteer Management

- Recruit, communicate, orientate/train and supervise volunteers to help with the Group Retreat Facility, group retreats, gardening, and any areas requiring support and assistance

HOW TO APPLY:

Please write to the centre Director with a curriculum vitae/resume and personal references/referee contacts to the postal address RSD 418, Kingscote, SA 5223 or to the email address welcome@detongling.org, together with a covering letter explaining your interest in this position. Please feel free to email for more information or to discuss any of the above details.

For further information about De-Tong Ling, please visit the centre website: <http://detongling.org/>