

Milarepa Center

1344 US Route 5 South *Lama Thubten Yeshe: Founder*
Barnet, Vermont 05821 USA *Lama Zopa Rinpoche: Spiritual Director*

FACILITIES/GARDEN ASSISTANT WORK STUDY POSITION

This is a 30-hour per week position. Approximately 25 hours devoted to the facilities/garden and 5 hours a week devoted to housekeeping, with some flexibility included, as needed. Reports to the Facilities Manager.

Facilities Assistant Duties

- ✓ Work under the direction of the Facilities Manager, take charge of general building and land maintenance (see Facilities manual for schedule of specific jobs)
- ✓ Coordinate seasonal operations such as event tent maintenance, lawn care, firewood preparation, monitoring equipment fuel levels, etc.
- ✓ Oversee and remove recycling and trash as necessary including burning appropriate debris
- ✓ Maintain all relevant documentation and records of all maintenance and projects
- ✓ Coordinate and supervise occasional volunteers
- ✓ Expect to be comfortable working outdoors in all temperatures and types of weather
- ✓ Perform other job-appropriate activities as requested by supervisor

Garden Assistant Duties

- ✓ Help Gardener with gardening tasks such as weeding, hauling away brush and debris, harvesting vegetables, turning and spreading compost.

General Work Study Duties

- ✓ Attend weekly Work Study meeting
- ✓ Be present during all programs to work on an as need basis to help the program run smoothly
- ✓ Set up and take down water bowl offerings on a rotating schedule
- ✓ Set up dinner for staff and guests on a rotating schedule
- ✓ Attend morning meditations (4 times per week) and other special programs designed specifically for Work Study participants
- ✓ Daily housekeeping
- ✓ Take on special projects from time to time that may not be listed here
- ✓ Be available to cover other staff positions as needed
- ✓ Help with social media, such as Facebook and Instagram

