

Ayang Rinpoche
Saraha Nyingma Buddhist Institute
September 27th – October 6th, 2013

Work Study Positions

There are a limited number of work-study positions for this event. Signing up for work-study entitles you to the entire Phowa course free of charge. It does not include lodging. You will be required to volunteer for the entire course including a training day beforehand. Please keep in mind that your job may keep you from participating in a portion of some sessions other than empowerments and oral transmissions. To view the available positions for work-study participation see below.

Registration/Office Helpers

The Registration area should provide a pleasant and efficient experience. Short, fast moving lines is one goal. Accurate bookkeeping of the money collected is a second and very important goal. This position will require you to help with registration, session sales, dharma store sales, tsog donations, raffle ticket sales and prayer flag sponsorship donations. It requires attention to detail, handling and tracking cash/credit cards, organizational skills, good communication/greeting skills and working well under time pressure. **Physical requirements:** mostly sitting, no heavy lifting, may do some light walking as needed.

Kitchen Helpers

The kitchen will provide free coffee, tea and light snacks throughout the event. This position requires maintaining a fully stocked tea and coffee service, topping off water dispensers, and preparing continental breakfast for the lodging guests in the early morning. Tsog preparation will be required on the 12th and 14th. There will be setup and breakdown of breakfast tables/chairs every day. **Physical requirements:** Most of this work will require standing for up to an hour at a time, moving and lifting tables/chairs.

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Event Assistants/Runners

The event assistants will provide backup help for all departments. This position requires some shopping, errands, facility setup/breakdown, greeting guests, showing guests to their rooms, answering guest questions, direct parking, empty trash, assist at registration etc.

Physical requirements: This work will require driving (your own vehicle), standing, walking, moving and lifting tables/chairs.

Facilities – Shrine Room Helpers

Shrine room management requires attention to setup, maintenance, and cleanliness of the shrine room, as well as the management of guest seating in the shrine room and overflow areas. Duties include cushion and chair set up/breakdown, Oversee altar and flower maintenance, daily cleaning, and seating signage. **Physical requirements:** This work will require standing, walking, lifting, vacuuming.

Facilities – Cleaning Crew

Cleaning will be necessary throughout the building on a daily basis. It will require trash management, bathroom maintenance, floor and outside walkway maintenance, etc. **Physical requirements:** This work will require standing, walking, lifting, vacuuming and sweeping.

If you are interested in work/study please e-mail a letter of interest to:
phowa@saraha.org