



## East Bay Meditation Center

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### Volunteer Position Description

#### Teacher's Event Assistant (formerly Event Manager)

#### Position Overview & Purpose:

The Teacher's Event Assistant (TEA) assists teachers with logistics during an event (retreat, workshop or class series). The TEA coordinates volunteers before the event, opens & closes the Center, and oversees other volunteers at the event to ensure proper set-up, check-in of registrants, and clean-up.

#### Desired Skills/Experience/Qualifications:

- Leadership / coordination skills
- Experience volunteering at a minimum of 3 EBMC events
- Reliable, punctual, good follow-up
- Friendly, personable, good communicator

#### Tasks

- Communicate with Volunteer Coordinator (Sylvia La) and volunteer registrar to prepare for an event
- Email and, if necessary, call volunteers for set-up, greeting & clean-up the week leading up to an event
- Print out sign-in sheets (event roster) and other important documents before event
- Arrive 1 hour early to open up the Center and stay as late as 1 hour afterwards to close the Center
- Manage the microphone system (training provided)
- Meet & provide instruction to volunteers to ensure proper set-up, check-in of registrants, and clean-up. Thank volunteers.
- Work with teacher to ensure that any requested disability accommodations are met (instructions to be provided by Volunteer Coordinator)
- Help teacher with small logistical tasks as needed.

#### Time Commitment & Schedule:

We prefer to sign up TEAs for a minimum 6 month commitment, and ask TEAs to volunteer for about one retreat/workshop or class series per month. Actual time volunteered varies according to the event you decide to take on:

- Half-day retreat / workshop ~ 5 hours
- One-day retreat / workshop ~ 7 – 8 hours
- Class series ~ 3 hours per class

**Location:** Usually at EBMC. Occasionally, events take place off-site.

**Training Available/Provided:** A 1-2 hour training will cover opening & closing of Center, sound system, and coordination of volunteers.

**Contact:** Sylvia La, Administrative & Volunteer Coordinator, [sylviashines@gmail.com](mailto:sylviashines@gmail.com)