

East Bay Meditation Center
"A Diverse Community Sharing Wisdom Teachings and Social Engagement"

Volunteer Position Description

Position Title: Temple Keeper Backup

Updated: June 24, 2008

Position Overview and Purpose: The Temple Keeper Volunteers are responsible for keeping the EBMC's bathrooms clean and the carpet vacuumed. The Temple Keeper Backup Volunteer fills in when a Temple Keeper is unable to perform the tasks.

Desired Skills/Experience/Qualifications: Enjoys light cleaning.

Position Tasks:

- Clean the two bathrooms by sweeping and mopping the floors and cleaning the sinks and toilets.
- Replace toilet paper as needed.
- Vacuum the carpet.
- Consolidate trash into the big trash can by the back door.
- If additional supplies or cleaning equipment are needed, or you notice a plumbing or maintenance problem, notify the EBMC Operations Committee.

Estimated Weekly Time Commitment: 1 hour / week

Work Schedule & Arrangements: Flexible. Weekly work schedule to be arranged in consultation with the EBMC contact person. Preferably the same day each week.

Work Location: East Bay Meditation Center, 2147 Broadway, Oakland.

Training Available/Provided: A member of the EBMC Operations Committee will provide initial training and answer any questions.

Position Duration: Six Months. Renewable.

EBMC Contact Person and Contact Information: Mushim Ikeda-Nash, EBMC Center Coordinator, admin@eastbaymeditation.org