****

**CARETAKER**

The Caretaker is a part of the Land Team whose primary goal is to maintain our 70 acres of land and off the grid retreat facilities including buildings, electrical system, plumbing, roads, and utilities. The Caretaker is primarily responsible for carrying out general maintenance, repairs, and small projects. They should be great at following the Land Manager’s lead, and just as comfortable working independently or within a team based on project demands. This position is truly a hands-on position, which allows one to work on many varying projects.

We are looking for a kindhearted, mature and spiritually orientated person who values harmony and can, therefore, live and work in a contemplative environment with a community of practitioners made up of retreaters and staff members. This individual must be service minded and understand how their role serves the needs of the Vajrapani Institute community.

As we are a retreat center with most of the staff members living on the land, the Land Caretaker is required to live on the property.

**Responsibilities**

* Maintain and upkeep land, trails and campsites.
* Maintain and upkeep roads, drains and culverts.
* Assist in maintenance and repair of buildings.
* Prune and trim trees, shrubs, using shears, pruners or chainsaw.
* Supply firewood and kindling to all needed areas.
* Managing trash, recyclables, and compost.
* Prepare land for individual retreaters or group arrivals.
* Monitor all utilities, including electric, water, and propane usage as needed.
* Assisting with work-study students and volunteers on small land projects as needed.
* Dinner service as needed.
* Attend weekly staff meetings and all staff training.
* Flexibility with assisting other departments as center needs arise.

**Qualifications**

* Experience of using hand tools including chainsaws, rakes, pruning saw, saws, hedge trimmers, axes and weed eaters.
* Basic knowledge of the following: plumbing, carpentry, electrical, land stewardship.
* Ability to lift 50 lbs
* Experienced in general maintenance and comfortable with power tools, etc.
* Able to work independently and enjoys working in a team environment.

.

* Knows how to work with propane, especially in checking for leaks.
* Mechanical skills - able to diagnose simple vehicle maintenance issues
* Able to assist in an emergency or urgent situation when they arise
* Understanding off-grid power systems a plus
* A spiritual practice/orientation
* Familiarity with Buddhism
* Approved to work in the U.S.

**Benefits**

* Full-time, 35 hour per week position with hourly compensation
* Daily staff meditation sittings
* Lunch provided on workdays
* Health care stipend
* Dental coverage after first 3 months
* Housing perks for living on the land

 All employees are required to be vaccinated against Covid 19.

Confidence can sometimes hold us back from applying for a job. We at Vajrapani Institute know there is no such thing as a “perfect” candidate. Here we look for exceptional people who want to make a positive impact through their work and help create a place where they, and others, can have spiritual growth. So whatever background you bring with you, please apply if this role would make you excited to come to work every day!

**About Vajrapani Institute**

Vajrapani Institute is located on a secluded 70 acres of land within the redwood forests of the Santa Cruz Mountains. Our purpose is to inspire deep spiritual growth by providing supportive conditions to both guests and staff members from all religious background. For over 40 years, we have been hosting retreats in the Tibetan Buddhist tradition of our founders Lama Yeshe and Kyabje Lama Zopa Rinpoche. VPI is an affiliate of the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international, non-profit organization with over 140 centers, devoted to the transmission of the Mahayana Buddhist tradition and values worldwide through teaching, meditation, and community service.