



## **JOB OPENING: GROUNDSKEEPER/FACILITIES WORKER**

IMS is seeking a self-starter with a landscaping and maintenance background to become a member of its Facilities Department. This team is responsible for ensuring a safe, efficient physical plant, pleasant grounds, and a clean, neat and aesthetically pleasing environment at both our meditation centers – the Retreat Center and the Forest Refuge.

IMS's facilities are set among 240 secluded wooded acres in the quiet countryside of central Massachusetts. A position at IMS offers an abundance of dharma resources and support, within a friendly and caring environment.

### **Responsibilities**

- Primary responsibility for groundskeeping during warmer weather.
- Preventive maintenance and general care of IMS facilities.
- Work on upgrades to IMS buildings and grounds.
- Moving and assembly of equipment and furniture.
- Snow removal and upkeep of walkways, driveways and parking lots during winter months.
- Coverage of maintenance and housekeeping functions as assigned, including cleaning duties.
- Train and support retreatants and volunteers in performing housekeeping and maintenance tasks.
- Meet IMS's expectations for service excellence.
- Support and protect silent retreat environment; uphold ethical principles.

### **Qualifications/Experience**

- One year or more landscaping experience.
- One year or more general maintenance, carpentry or construction experience.
- Ability to operate vehicles, powered equipment and hand tools.
- Valid driver's license and clean driving record.
- Customer service experience with a commitment to providing a high level of service.
- A solid work ethic with strong organizational, time-management and problem-solving capabilities.
- Ability to work well independently and as part of a team; good interpersonal and communications skills.
- Computer literacy with working knowledge of Microsoft Word.
- Good verbal and written communication skills using the English language.
- A good aesthetic sense with excellent attention to detail.
- Flexible with changing needs and priorities.
- An established meditation practice or a sincere interest in meditation and practicing mindfulness in daily life.
- Able to understand and support the intensive retreat environment; committed to upholding ethical principles in daily work life.

### **Physical Demands**

- Requires heavy physical work. Includes snow removal as well as lifting, pushing, or pulling of objects weighing 50 pounds or more.

### **Position to start May 2014**

This is a full-time, 40 hours/week position, paid hourly, offering health benefits, meal plan options and generous paid time off, as well as participation in the Staff Sangha Program.

On site housing is available.

Qualified applicants please send Staff Application (available on website) to:  
HR Assistant, IMS, at the address below or email [anna@dharma.org](mailto:anna@dharma.org).

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*

IMS is an Equal Opportunity Employer