

Karmê Chöling Job Description

Position Title	Tent Master
Department	Operations
Reports to	Director of Operations
Supervises	Volunteer crew
General Summary of Function	<p>This position has the following functions:</p> <ol style="list-style-type: none"> 1. Set-up and take down all tents on the land: maintain good condition of tents during the summer months; and properly store the tents before the indoor season 2. Efficiently deploy and supervise volunteers assigned to the tent crew
Key Tasks and Responsibilities	<ol style="list-style-type: none"> 1. Check the condition of all tents prior to set-up to assure they are in good condition and clean. 2. Check condition of tent platforms 3. Organize and lead summer set-up and take down 4. Check tents prior to arrivals 5. Work on-call for tent repair and tent furniture needs 6. Perform routine checks on public tents
Experience/ Education/ Certification Requirement	<ol style="list-style-type: none"> 1. Ability to think on your feet 2. Problem solving and organizational skills 3. Team player 4. Personal meditation practice