

## PROGRAM COORDINATOR JOB DESCRIPTION 2017

<b>Position Title</b>	Program Coordinator
<b>Department</b>	Programs
<b>Reports to</b>	Director of Programs
<b>Supervises</b>	n/a
<b>General Summary of Function</b>	<p><b>Program Coordinator</b> (100% time): Utilizing their understanding of Shambhala Buddhist view &amp; practice and in collaboration with Program Teachers, Program Coordinators plan, prep, and produce programs at Karmê Chöling. Coordinators serve as the glue for all aspects of program production and assume a leadership role for program staff and participants. The coordinator orchestrates all details of program production and is the main contact between the program and Karmê Chöling departments ensuring both the program's needs and Karmê Chöling's needs are being met to the best of their abilities. In any situation, Coordinators maintain a sense of composure and awareness of decorum in regards to body, speech, and mind.</p>
<b>Key Tasks and Responsibilities</b>	<p><b>Program Coordinator</b></p> <ol style="list-style-type: none"> <li>1. Initiate &amp; maintain communications with teacher toward producing all aspects of each program.</li> <li>2. Initiate &amp; maintain informational communications with participants prior to program.</li> <li>3. Assess the needs of the program.</li> <li>4. Create and maintain a cooperative relationship with all KCL departments toward fulfilling program needs.</li> <li>5. Attend to all details of program preparation, coordination, and completion according to KCL guidelines.</li> <li>6. Create a program environment consistent with Shambhala Buddhist forms &amp; teachings.</li> <li>7. Schedule program staff trainings.</li> <li>8. Lead administrative portion of program staff meetings.</li> <li>9. Relate with participants and assist them to the extent possible in acclimating to the retreat environment.</li> <li>10. Participate in the program, while maintaining awareness of and attending to participants, staff, and teacher's needs.</li> <li>11. Complete Program Coordinator Checklist for every program.</li> <li>12. Train, guide, and support guest Program Coordinators in the needs of programs and Karmê Chöling.</li> <li>13. Attend Programs Department and interdepartmental Programs Meetings.</li> </ol>

<p><b>Knowledge, Skills and Abilities</b></p>	<ol style="list-style-type: none"> <li>1. Comfort with event, project, or program coordination.</li> <li>2. Good organizational skills.</li> <li>3. Computer literate with experience in MS Word &amp; Excel as well as Google mail, calendar, and drive.</li> <li>4. Understanding of decorum in terms of working with senior teachers and Acharyas.</li> <li>5. Interest in, knowledge of and commitment to Shambhala Buddhist view and practice, and enthusiasm and commitment to one's own meditation practice.</li> <li>6. High level of knowledge of Shambhala programs and practices.</li> <li>7. Ability to work with teachers in the Shambhala Buddhist lineage.</li> <li>8. Good communication, public speaking, and writing skills.</li> <li>9. Ability to organize events, work with details, and maintain larger overall awareness of program &amp; organizational needs.</li> <li>10. Ability to work with heightened states of mind and stressful situations.</li> <li>11. Ability to establish boundaries.</li> <li>12. Ability to give and receive feedback.</li> <li>13. Ability to think 3 steps ahead.</li> <li>14. Not afraid to be a fool.</li> </ol>
<p><b>Experience/ Education/ Certification Requirement</b></p>	<p>Experience with Shambhala Buddhism and the vision of Shambhala. Understanding of the Shambhala Buddhist path and curriculum.</p>
<p><b>Experience Desired but Not Necessary</b></p>	<p>Member or interest in becoming a member of the Dorje Kasung.</p>