

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](mailto:admin@eastbaymeditation.org)