

Director of Facility Services Operations Job Description

The person in this role acts with compassion and holds the big view, shepherding the operational activities of Karmê Chöling and ensuring that staff are empowered, supported and given clear direction to carry out the day-to-day work that keeps KCL running. The Director of Operations oversees the Kitchen, Facilities, Retreats, Garden, Special Projects and KCL Store. In addition to supervision of individual departments, the person in this role facilitates various interdepartmental and special committee communications and activities' coordination.

Aspiration and View

- To cultivate a generous, kind, and inspired operating environment within Karmê Chöling.
- To transmit and exemplify the vision of enlightened society, while holding basic goodness and honesty in one's heart.

Overview of Functions

- Reporting to the Deputy Director, the Director of Operations commits to:
 - Meditation practice
 - Appreciation of Sacred World
 - Devotion to service

Responsibilities

- Supervises Facilities, Kitchen, Garden, Special projects, Retreats, and Store
- Supports collaboration, coordination, creativity and communication across departments
- Supports the aspiration for manifesting Shambhala culture in the workplace
- Cares for, leverages, and grows resources in a fiscally responsible way

Key Tasks and Responsibilities

Cultivating Organizational Functioning:

- Supports long- and short-term department and organization-wide initiatives
- Establishes and strengthens systems, structures, and processes
- Meets regularly with the Deputy Director regarding view, strategy, and implementation of day to day operations
- Regularly meets individually with department heads, assisting them with departmental visioning, staff supervision topics, problem solving, feeling into their own wisdom
- Co-creates the vision of each department and how it interfaces with Karmê Chöling
- Oversee department head's project management efforts
- Organizes, sets priorities, manages, schedules, and trains department heads
- Stands in for Department Heads and supports individual departments during times of staff transition
- Mentors and trains staff where needed

- Supports/Conducts hiring efforts in partnership with HR and individual departments
- Assesses staffing needs together with Department Heads
- Works closely with other KCL Directors, where needed and appropriate
 - Co-facilitates large and in-charge meetings with Programs Director
 - Co-facilitates Department head meeting
 - Attends interdepartmental meetings
 - Holds Department Head on-call shifts
- Works with department heads to strengthen and establish regular communication
- Upholds the aspiration for coordination, collaboration, creativity and open communication across departments
- Helps to identify and address communication needs and gaps
- Supports and oversees fiscal planning and purchasing

Further Responsibilities:

- Active, positive participation in Karma Choling community activities
- Maintains a personal regular meditation practice
- Regularly participates in community practice
- Oversees projects at the request of the Deputy Director
- Supports relationship-building with local sangha and the Court

Other desirable skills

- Computer skills and comfort with Google drive and Gmail platform
- Valid driver's license