

## **Karmê Chöling Job Description: Director of Human Resources**

January 2018

### **Aspiration**

To foster a sane, cared-for, caring and well-trained community of Karmê Chöling staff and volunteers.

### **Overview of Function**

As a leader at Karmê Chöling the Director of Personnel commits to:

- Meditation practice
- Kindness
- Devotion to service
- And responsiveness to the changing dynamics of society

Holds the long term and day to day staff oversight of Karmê Chöling:

- addresses personnel, staffing and volunteer needs
  - develops volunteer enrichment
- legal compliance<sup>1</sup> - ensures accurate records of employee issues, complaints, performance, etc
- supports collaboration, coordination, creativity and communication across Departments
- supports the aspiration for manifesting Shambhala culture in the workplace

### **Key Tasks and Responsibilities**

- Works closely with and reports to the Executive Director; serves as advisor to Tiger Council (Senior Leadership) as needed, which may include weekly meetings;
- Ensures Karmê Chöling is adequately staffed with core staff and volunteers through coordinating the recruitment process, including:
  - Posting job openings
    - reviewing and updating the job descriptions of open positions with the relevant department head
    - oversees recruitment for SVP (Summer Volunteer Program) and RSVP (Residential Shambhala Volunteer Program)
  - Fostering community volunteer pool
    - Linking departmental needs with volunteers
  - Overseeing the hiring process, including interviews, reference checks, the setup of hiring committees and timely correspondence with applicants
    - maintaining a current shared document of active hiring process candidates and completed applications

---

<sup>1</sup> legal compliance as an employer with state and federal law and regulations will be held by external HR specialist

- Conducts new staff and volunteer orientation process
  - completing all Karmê Chöling, state and federal paperwork
  - ensures that new staff are oriented to the vision and values of Karmê Chöling (Advantage), inclusivity initiatives and conflict transformation skills
  - Oversees staff oaths
- Serves as a point person and advocate for staff regarding work and life at Karmê Chöling
  - participates in relevant committee work regarding staff and community well-being
  - serves as point person for requests for disability accommodations & ensures all requests are discussed and resolved in a timely and reasonable way;
  - sits with KCL Community Council to hold the view of the staff mandala and advocate for staff in their work placement and intersection with community life.
- Maintains personnel files of all staff
  - ensures regular and timely process of ARC (staff reflection on work, practice & educations, community and personal journey) and participates as needed
  - ensures accurate records of employee issues, complaints, performance, etc
- Oversees transitioning out process
  - Including housing, departure oath, and celebration, concluding paperwork and benefits carryover
- Attends leadership and department head meetings
- Convenes conversations for Housing needs, allocation and requests, works with Dorm Collective for staff housing needs
- Participates, as needed, in on-going communication with Shambhala Land Centers personnel departments.

### **Knowledge, Skills and Abilities**

- Excellent interpersonal communication skills
  - ability to work with sensitive issues
  - holds confidentiality
- Highly self-motivated and independent
- Familiarity with a workplace of self-directed, self-managed teams
- Patient, with a sense of humor
- Knowledge and understanding of Karmê Chöling's short and long term vision
- Ability to prioritize and manage multiple priorities
- Flexibility and adaptability
- Organized and detail oriented

### **Experience / Education preferred**

- Current meditation practitioner and active community member in the Shambhala lineage.
- A kind and generous nature
- Experience in a collaborative leadership / upper management position
- Knowledge of Excel and MS Word

- Prior human resources, recruiting and interviewing experience desirable.
  - Familiarity with state and federal laws and regulations