

Position Title: ***Department Coordinator for Halls, Temple,
Samadhi Shrine and Guru Chowk***

This department coordinator ensures that the functions of each area are carried out effectively and smoothly in order to preserve and maintain the sacredness of the environment.

Responsibilities include:

- Oversees the supervisors of each area, giving clear guidance and comprehensive training, ensuring goals and plans are met.
- Ensures proper staffing
- Coordinates these areas during events and celebrations eg. retreats, satsangs
- Ensures proper documentation of all areas

Qualifications include:

- Excellent organizational and documentation skills
- Fluency in English. Hindi also preferable
- Strong writing, communication, and listening skills
- Good computer skills: familiarity with Word, Excel, Outlook e-mail,

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

For students residing in India:

indianapplications@gspa.org

Phone (02522) 302600 ext 2194

For students residing out of India:

internationalapplications@gspa.org

Phone +91 2522 302600 ext 2195