

Port Townsend Sangha

Weekend Retreats Volunteer Tasks

Retreat Manager

Main points for the job of Retreat Manager include:

Prepare before retreat:

- The principle job of the Retreat Manager is to coordinate the Volunteer Coordinators*, ensuring that all tasks are being covered adequately, and acting as a point of contact for answering any questions they might have.
- Ensure that teacher's travel, accommodation in P.T. and other needs are arranged for. Travel expenses are generally covered by the Sangha Retreat budget. Accommodation is provided by a Sangha member offering a room in their home.
- Arrange for venue (usually the Yacht Club) and liaise with the Contact Person to organize dates, times, costs and payment, and key retrieval. (This task may be covered by the current Treasurer; check with her first.)
- Be responsible for all financial matters, including purchase of supplies (tea, milk, napkins, etc) and money handling on the day.
- Organize volunteers for the following tasks (ask at Wednesday nights for several weeks prior to the retreat:
 - Retreat coordinators*(these should be acquired one to two months prior to the retreat)
 - Provide travel and accommodation for the teacher
 - Prepare lunches for teacher (one for Saturday, one for Sunday);
 - Retreat props: tablecloths, screens, table, wall hanging, rug and platform for teacher area
 - Flower arrangements
- Organize a set-up time for Friday afternoon and announce to Sangha and Coordinators. Ensure door is opened at beginning of set-up time.
- Pick up items from Madrona Mindbody Institute (cushions, zabutons, Buddha statue, bell (singing bowl), tea supplies including urn and mugs, if needed) and take to retreat venue on Friday afternoon during set-up time.
- Open venue an hour before commencement of retreat to allow for last minute set-up.

During the retreat:

- Provide a welcome to the group at the beginning of the retreat, indicating any housekeeping matters (bathrooms, schedules, lunch possibilities, tea service, etc). Introduce the teacher, if needed (often handled by a senior Sangha member).
- Act as the point of contact for any retreatant or coordinator who has questions or issues.

- Ensure all teacher's needs are attended to during the retreat. Ensure teacher is given lunch on both days.
- Keep an overall watch out to ensure everything is running smoothly during the retreat.
- Assist coordinators where needed.

After the retreat:

- Ensure teacher dana is placed in an envelope and given to the teacher at end of retreat. Make sure to add in extra money to cover transportation costs.
- Ensure any registration money collected on the weekend is placed in an envelope and given to the Guiding Committee member responsible for the Treasury.
- Ensure venue is left in a clean and tidy condition and keys are returned to the venue Contact Person.
- Ensure Sangha items are returned to MMI.

*Volunteer Coordinators include:

- Registrar – organizes and handles all registration for the retreat
- Publicity – organizes all advertising for the retreat
- Tea Service – organizes for the Tea Service offered throughout the retreat
- Set-up/Take-down – organizes all tasks involved with setting up for and taking down after the retreat.