



# MOUNT MADONNA

445 Summit Road, Watsonville, CA 95076 · (408) 847-0406 · [MountMadonna.org](http://MountMadonna.org)

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## RECEPTION OFFICE LEAD

Experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life! Mount Madonna Center is offering a unique opportunity for an inspired and motivated individual interested in serving within a renowned retreat center and multigenerational intentional yoga community situated on 380 acres of beautiful redwoods, rolling meadows, and scenic vistas overlooking the Monterey Bay.

Mount Madonna is a center for learning that offers practices for living for the sincere seekers, thought leaders, retreat goers, teachers and students who desire an experience at the source. Since 1978, we have been honored to host both luminaries and practitioners in spiritual and religious traditions, artistic endeavors, social justice, and conscious business, among many others. Our residential community of practice and related activities have been inspired by the yoga teachings and example of master yogi Baba Hari Dass.

Mount Madonna is committed to diversity, equity, inclusion, and belonging and strives to create a culture that empowers and supports individuals to bring their full and authentic self to the workplace.

We look forward to hearing from you!

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**TITLE:** Reception Office Lead

**POSITION TYPE:** Part-time, 24-28 hours per week

**LOCATION:** Mount Madonna Center, 445 Summit Road, Watsonville, CA 95076

**RATE OF PAY:** \$17.25-\$18.25 per hour, depending on experience

**REPORTS TO:** Operations Manager

WORK ARRANGEMENT: Residency available, details below

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**POSITION SUMMARY:** The Reception Office, centrally located in the Community Building, acts as an entry point for all guests, staff, and residents of Mount Madonna Center, communicating with people in person, over the phone, and by email. The Reception Office responds to a range of questions and offers several business services that include mailing and shipping, faxing/copying/scanning, minor banking transactions, lost and found, and general problem solving.

The Reception Office Lead ensures the office is a functional, friendly place where everyone can receive the support they need in an efficient way. This position understands and communicates the primary values and intentions of Mount Madonna Center, Mount Madonna School, and Hanuman Fellowship by creating an atmosphere that supports these values and goals. This includes regular involvement with manager-level meetings, communications to the community and public, and work-related training sessions. This also includes proactive communication with and for Reception Office staff and other staff across departments to help maintain the health and integrity of the organization as a whole.

**CORE RESPONSIBILITIES:**

- Interact with departments across the organization, including Guest Services, IT, Kitchen/Dining room complex, Maintenance, Finance, Safety, Human Resources, Community Well-Being, and Kaya Kalpa Wellness Center.
- Provide support, troubleshooting, and basic maintenance for electronic office equipment, including a postage machine, fax machine, copier, computers, and phone systems
- Hold regular office hours
- Schedule and manage staff members, including task delegation and training for different levels of experience
- Communicate Mount Madonna Center's departmental hours of operation and coordinate with teams responsible for special events to ensure appropriate Reception Office hours during such events

- Manage stock, reorder supplies through multiple vendors, and follow procedures for ordering, receiving, and distributing items across departments
- Record and track monetary flow within the Reception Office, including point of sale transactions, purchase order expenses, and weekly bank deposits
- Other duties as assigned

#### QUALIFICATIONS & SKILLS:

- Strong communication skills, written and verbal
  - Versatility; the ability to problem-solve and troubleshoot
  - Scheduling and staff management
  - Exceptional organizational skills
  - Self-starter mindset; willingness to create & implement systems within the office
  - Technical knowledge of computer software (ex. Google Workspace, Monday.com, Retreat Guru)
  - Adaptability to ShoreTel phone system, including interaction with offland technicians
  - Comfortability with purchase processes and contracts
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**RESIDENCY AVAILABLE:** This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. Residency includes housing, meals, and a modest monthly activity fee based on the total number of hours contributed. Those interested in joining our multigenerational residential community would be open to living in an intentional yoga community and engaging with others in a positive way. We ask everyone to abide by the vegetarian guidelines while on the property. More details about the residential agreement will be provided during the interview. While we prefer this staff member be residential, the role may be available for daily commute.

#### BENEFITS:

- Two weeks of accrued paid vacation per year, rolls over for a maximum accrual of three weeks
- Forty hours of paid sick time per year

- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Employees who commute receive one meal per day while working onsite, and reduced overnight accommodations when work-related
- Reduced rates on wellness treatments
- Access to:
  - Meditation, *asana* (postures), and Yoga philosophy classes
  - Walking/hiking trails with broad vistas, redwood forests, ponds, and wildlife
  - Seasonal retreats and programs
  - Community events
  - Cafe and bookstore
  - Community garden and chickens
  - Hot tub

**APPLICATION:** Send your resume and cover letter to [work@mountmadonna.org](mailto:work@mountmadonna.org).

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The Hanuman Fellowship dba Mount Madonna Center maintains a policy of providing equal opportunity in all aspects of employment. It is the policy of Hanuman Fellowship to ensure:

a) Equal employment opportunity for all persons regardless of race, color, religion, age, disability, national origin, creed, gender, gender identity, sexual orientation or any other non-merit factor.

b) Equal treatment, including but not limited to recruitment, hiring, promotion, discipline, compensation, assignment, benefits, training, furloughs and rehiring.