



# MOUNT MADONNA

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

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## OCEANVIEW BOOKS & GIFTS 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:** Oceanview Books & Gifts Lead

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

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

**RATE OF PAY:** \$18.00 to \$22.00 per hour, depending on experience

**REPORTS TO:** Chief Operating Officer

WORK ARRANGEMENT: Residency or Commuter, details below

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**POSITION SUMMARY:** The Oceanview Books & Gifts Lead oversees the overall operations of the bookstore and store clerks. The Lead works closely with our Guest Services department, the Reception Office, and the Marketing & Communications and Operations teams. The Lead ensures that the physical space is inviting, fresh, and functional in order to create a pleasant customer experience. The ideal candidate has strong customer service skills, leadership skills, an eye for aesthetics, and the ability to perceive and adapt purchasing to changing customer buying patterns.

**CORE RESPONSIBILITIES:**

- Maintain and merchandise the store, including ordering and receiving products, maintaining an accurate record of inventory levels, and supporting Buyer on product selection
- Oversee store clerks, including providing training and ongoing support, and scheduling and timecard approval
- Operate the cash register, process refunds or exchanges
- Reconcile cash register, prepare bank deposits, maintain record of invoices, and generate sales reports
- Other duties as assigned

**QUALIFICATIONS & SKILLS:**

- One or more years of retail experience and staff coordination
- Strong customer service and interpersonal skills
- Experience with managing inventory
- Proficient computer skills including a good understanding of Google Workspace, MS Office, and POS/inventory systems
- Ability to work collaboratively as a part of a team

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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. As residency is not required, this role is 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 calendar year
- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Employees who commute receive one meal per day while working onsite and reduced pricing on lodging when work-related
- Reduced rates on wellness treatments and other retail services
- 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.