

## JOB OPENING: RETREAT SUPPORT FELLOW

We are seeking a Retreat Support Fellow to support the physical and emotional wellbeing of retreatants during intensive meditation practice, and to live in a dharma environment among a well-established sangha, ideal for furthering one's own study and practice. This is a 12-month position.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

### Primary Responsibilities

- Supports the physical and emotional welfare of participants (yogis) during IMS retreats. This may range from picking up prescriptions or accompanying a sick or injured yogi to the Emergency Room, to minimizing a yogis' emotional distress so they can either continue their retreat, or leave the retreat to return to the support of family and/or an appropriate therapeutic environment.
- Engages in service for approximately 25 hours per week. This involves working flexible days and hours to provide attention and support to individual yogis, helping to minimize potential emotional distress, as guided by retreat teachers. Duties can be scheduled on short notice.
- Alternates on-call shifts with varying degrees of responsibility, spending significant amounts of time on call, being available for non-scheduled duties which may range from simple requests for practical assistance to emergency situations.
- Works closely with teaching teams and office staff at both IMS centers regarding any current or potential yogi medical or psychological situations of concern.
- Attends some meditation instruction sessions and dharma talks to be a familiar presence for yogis and to remain aware of the scope and type of meditation instructions being offered. Serves as a visible presence at both centers.
- Demonstrates flexibility and adaptability in responding to varying situations and working under the direction of a diverse group of teaching teams. Maintains productive working relationships and works well in a collaborative teamwork atmosphere.
- Supports and protects silent retreat environment; upholds ethical principles.

### Qualifications/Experience

- 1 or more years of professional work experience
- Insight meditation retreat experience in the Early Buddhist tradition; long-term retreat and recent retreat experience at IMS preferred
- Previous involvement in an insight meditation training program is preferred, including but not limited to: Spirit Rock/IMS Teacher Training, Community Dharma Leader, Dedicated Practitioner programs, or similar
- Valid driver's license with a clean driving record; comfortable driving at night and in adverse winter weather conditions
- A strong customer service background with a commitment to providing a high level of service
- Ability to interact compassionately with and be sensitive to a wide range of people across all backgrounds; training in diversity and cross-cultural issues preferred
- Training which develops the capacity to skillfully guide those in distress is preferred, including but not limited to: counseling, chaplaincy, MBSR, somatic experiencing, non-violent communication, etc.
- Training in adult first aid and CPR; comfort handling a range of medical issues, including emergencies and non-urgent care
- Discretion and skill in handling confidential information
- In accordance with IMS's Mandatory COVID-19 Vaccination Policy, you will be required to provide documentation of full vaccination with the COVID-19 vaccination, including the applicable booster shot, prior to beginning employment. A photo or scanned image of both sides of your COVID-19 vaccination card fulfills the documentation requirement.



### Position Now Open

Qualified applicants: Please send a résumé and cover letter to [IMSjobs@dharma.org](mailto:IMSjobs@dharma.org).  
This position offers health, dental, and vision benefits, Flexible Spending Account, room and board, and staff meditation resources.

*Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at [HR@dharma.org](mailto:HR@dharma.org).*

*Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*