



Sunyata Retreat Centre Limited

Snaty, Sixmilebridge, Co. Clare, V95 EP80

Email: info@sunyatacentre.org | Website: www.sunyatacentre.org

Sunyata Retreat Centre is a contemplative environment dedicated to Buddhist practice and mindfulness. We offer a peaceful, monastic-friendly atmosphere focused on spiritual growth, community, and service.

Role Overview

We are seeking dedicated, flexible and service-oriented managers to oversee the daily operations of our centre. **This residential position is ideally suited for two people working together in a job-share arrangement.**

The role requires a flexible work pattern tailored to the daily running of the Centre and our retreat schedules. Together, you will manage day-to-day operations, support guests and volunteers, and care for visiting monastics, all while maintaining the spiritual and ethical ethos of the Centre.

Key responsibilities:

Administration & Volunteer Support

- Responding to enquiries from prospective guests and volunteers.
- Managing bookings and sending relevant information and forms.
- Welcoming and orienting new arrivals.
- Offering continued support to guests and volunteers.
- Leading the daily morning and evening puja's.
- Leading daily work meetings and allocating tasks such as cooking, cleaning, gardening, building maintenance, and organising repairs.

Sunyata Retreat Centre Limited is a registered charity in Ireland (No: 20205822)
Trustees: Sarah-Jane Burton | Jason McCormack | Phil Brown | Anna Majchrzak | Bryan Nestor

Care for Visiting Monastics

- Supporting visiting monastics with sensitivity and respect.
- Coordinating their daily rhythms and schedules.
- Organising transportation, external visits, or local trips.
- Preparing or delegating appropriate meals in line with monastic protocols.

Communications & Marketing Support

- Managing Centre email inboxes for guests and retreats.
- Writing and sending monthly newsletters and community updates.
- Coordinating logistics for weekly meditation sessions, events, and visiting teachers.
- Handling sensitive communication with care, discretion, and clarity.

Adherence to and Promotion of the Residents' Ethical Code of Conduct

- Adhere at all times to the organisation's Residents' Ethical Code of Conduct.
- Promote a respectful, safe and harmonious environment.
- Ensure volunteers are aware of the Code of Conduct.
- Where necessary, respectfully remind volunteers of their responsibilities and expected standards of behaviour.

Boundaries and Self-Care

- Recognise the importance of maintaining healthy boundaries and a sustainable work-life balance.
- While the role requires flexibility to support the daily running of the Centre and retreat schedules, the Manager is not expected to be available at all times.
- Work patterns and responsibilities should be managed in a way that supports the Manager's wellbeing and maintains a harmonious balance in the community.



- Take appropriate time off and rest periods, and communicate clearly with the relevant team or Board if workload or working patterns become unsustainable.
- Establish clear boundaries around working hours, time on computer, answering queries via email and Sunyata phone, availability and responsibilities.

Site Management & Maintenance

- Shopping for groceries and essential supplies.
- Sourcing tools, maintenance, and repair materials.
- Overseeing maintenance of equipment and arranging services when necessary.
- Ensuring the Centre's vehicle remains road-legal, serviced, and safe.
- Arranging external tradespeople as needed for repairs or maintenance.

Cooking & Cleaning

- Preparing or delegating meals for residents, guests, and monastics as needed.
- Maintaining the cleanliness of all shared and private spaces.
- Creating a welcoming and harmonious environment aligned with contemplative practice.

Care for Animals

- Feeding, monitoring, and caring for resident animals (our 2 cats).
- Organising and attending veterinary visits when required.



Requirements & Spiritual Alignment

- **Spiritual Practice:** A strong interest in Theravāda Buddhism is a key requirement for this role.
- **Tradition Experience:** Experience staying at a monastery within the Theravāda tradition / Ajahn Chah lineage is highly preferred.
- **Administration skills** - knowledge of Google Workspace is desirable.
- **Licence:** A full, clean driving licence is required to manage centre transport which may include the transport of monastics and supply runs.
- **Precepts:** Commitment to observing basic Buddhist precepts
- **Discretion:** High level of discretion, care, and confidentiality regarding guests, volunteers and monastics.
- **Flexibility:** Ability to work a flexible schedule dictated by the centre needs rather than fixed hours.

This is a voluntary role. Accommodation and food will be provided, along with use of the Centre vehicle (within reason). Living expenses can also be covered but will need to be discussed and agreed in advance.