

Responsibilities of Washington, D.C. Shambhala Center Director, Draft Job Description

(January 31, 2005)

Vision of Leadership

- Keeper and communicator of vision of Mukpo lineage teachings
- Facilitate smooth running of center so all areas can present individual teachings
- Provide an overview, continuity, inspiration, and reference point
- Appreciate how all areas gates work together
- Foster communication between Council members and members of center
- Provide good environment for debate and idea sharing

Authority

- Not directly in charge of teachings
- Major decisions discussed with Council
- Facilitate Council conflicts but power to direct if no consensus
- Work in conjunction with SMR and Shambhala International
- Legal “Officer”/signs documents, etc.
- Represent Center to local community, media, etc.

Qualities

- Experienced student of Vajradhatu and Shambhala traditions
- Qualified meditation instructor
- Inspired by SMR’s vision and responsible for carrying it out
- Warm, flexible, with a sense of humor
- Good communicator, facilitator more than commander
- Practical, able to delegate, skill in working with volunteers
- Discreet and trustworthy
- Appreciation of wide variety of individual paths in our sangha
- Bodhisattva/interested in people

Responsibilities

- Chair the Shambhala Council and set the agenda for meetings
- Facilitate overall Center communication, coordination, scheduling and priority setting
- Oversee departments and areas
- Represent lineage to outsiders and new students
- Communicate with Shambhala International
- Visible and available at the center for public programs/special events/meetings (need to have some evenings free)
- Responsive to Shambhala community
- Annual accounting to Council and community
- Responsible for visibility of and accessibility to the Shambhala Center in the greater community