



Maintenance Manager Position

Pumpkin Hollow Retreat Center, Craryville, New York is seeking a Fulltime Maintenance Manager. This position is responsible for all areas of maintenance. This person reports to the Operations Manager. The successful candidate will be friendly, and knowledgeable about maintenance and repair. They must commit to being a contributing community member and to understanding the Pumpkin Hollow ethos of selfless-service.

Since 1937 Pumpkin Hollow has provided a peaceful and harmonious setting in which our essential spirituality can blossom and grow. We offer a rural sanctuary to promote the experience of the unity of all life and to evoke personal transformation. The Retreat Center is committed to programs and events which uniquely fulfill these ideals. Our goal is to foster fellowship, service and the study of natural laws that govern life; offering opportunities for self-discovery, meditation, healing and connecting with nature. Pumpkin Hollow's lifestyle is best described as organic in nature; a richly physical, social and spiritual environment cultivated for over 80 years. It is an environment conducive to nurturing each individual's desire to discover and explore their inner path. In accordance with our principle of respect for all life, our cuisine is vegetarian. This means no meat, no fish, no fowl is allowed on the property. Also, alcohol and recreational drugs are not allowed on the property.

Responsible for all areas of maintenance:

- Repair, upkeep and overseeing of all physical buildings. Applicant should know basic carpentry, basic plumbing, and electrical awareness, upkeep of tools and machines. Use of power tools required.
- Plan, guide, work with volunteers on projects.
- Make preparations for seasonal transitions between Cold season and Open season.
- Oversee firewood supply.
- Help prepare premises for programs.
- Participate in after meal clean-ups: dishwasher, trash duty, etc.
- Maintenance Handbook available as a guide.

Hours/Compensation:

This is a fulltime residential position. This is a position of living in community with a taxable annual stipend of \$12,000. Benefits include: full room, board, utilities, internet, and laundry facilities.

Beginning Date: September 1, 2021

Please send cover letter and resume with four references to applicationsphrc@yahoo.