

Guest Services Coordinator

Mount Madonna Center is offering a unique opportunity for someone interested in serving within a well-established residential yoga community and retreat center.

Mount Madonna Center is located on 380 acres of redwood forest and meadows overlooking Monterey Bay on the central coast of California. The community and its activities have been inspired by the yoga teachings and example of Baba Hari Dass. Please visit the [Mount Madonna Center](#) website for more detailed information about our community and facilities.

Guest Services operates our Conference and Retreat Center to host retreats, workshops and seminars for a variety of groups by providing meeting venues and overnight accommodations.

Job Description

This is a customer service oriented position in our Guest Services Office and the selected candidate will be part of a team interfacing with client groups to facilitate their event needs and accommodate their overnight guests.

The ideal individual has the ability to be part of a team, has excellent communication skills, and is dedicated to helping others.

Responsibilities

- Registering guests for personal retreats
- Answering phone and walk in requests for information regarding programs
- Consulting with client group coordinators or leaders to establish and arrange for the various needs for their events
- Acting as point person or host for the group for the duration of their program while they are at the Center
- Interfacing internally with housekeeping, field staff, and kitchen to assure client groups' service needs are fulfilled.

Qualifications

- Administrative experience in a customer service oriented organization. Hospitality experience preferred.
- Basic computer skills

- Comfortable working in a fast paced office environment with cross-functional teams

Residential Position Available

While not required, this position does offer the possibility of residency. Those interested in joining our multigenerational residential community of practice would be open to living in an intentional yoga community, engaging with others in a positive way, and keeping a clean and sober environment. The community asks everyone to abide by the vegetarian guidelines while on the property. Housing and all meals are included in an affordable activity fee. More details about the residential agreements will be provided during the interview.

Benefits

The rate of pay will be determined by the level of experience. This position offers 2 weeks of paid vacation, 1 week of sick leave, access to yoga classes and mentorship from elders. Many people experience healing from the pristine campus overlooking Monterey Bay and nestled in the redwood forests, with hiking trails, ponds, and a multitude of wildlife.

Thank you for your interest! Please send your resume and cover letter to work@mountmadonna.org.