

**Position Title:**                                    ***Department Coordinator for Halls, Temple,  
Samadhi Shrine and Guru Chowk***

This department coordinator ensures that the functions of each area are carried out effectively and smoothly in order to preserve and maintain the sacredness of the environment.

**Responsibilities include:**

- Oversees the supervisors of each area, giving clear guidance and comprehensive training, ensuring goals and plans are met.
- Ensures proper staffing
- Coordinates these areas during events and celebrations eg. retreats, satsangs
- Ensures proper documentation of all areas

**Qualifications include:**

- Excellent organizational and documentation skills
- Fluency in English. Hindi also preferable
- Strong writing, communication, and listening skills
- Good computer skills: familiarity with Word, Excel, Outlook e-mail,

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

**For students residing in India:**

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