



Job Description: Emcee / Service Leader

Position Title: Emcee / Service Leader

Location: Buddhist Fellowship (BF)

Reports to: Emcee / Service Leader, Coordinator

Commitment: As rostered (e.g., Sundays, Vesak, conferences, etc.)

Overview:

As an Emcee or Service Leader, you will play a key role in guiding the flow of BF events and Sunday services. Your presence helps create a warm and welcoming environment, ensuring sessions run smoothly and participants feel engaged and comfortable. Scripts and training will be provided, making this a great opportunity for those confident in public speaking and passionate about facilitating meaningful gatherings.

Key Responsibilities:

- Lead and guide the programme flow during BF Sunday Services or major events (e.g., Vesak Day, conferences).
- Welcome the audience, introduce speakers or segments, and close the session mindfully and professionally.
- Coordinate with the event team to ensure smooth handovers, transitions, and adherence to schedule.
- Maintain a positive and calm tone aligned with the spirit of BF and the Dhamma.
- Attend briefings or rehearsals prior to events, where necessary.

Requirements:

- Comfortable speaking in front of a crowd and guiding a session.
- Good verbal communication and stage presence.
- Able to stay calm and adaptable under time or programme changes.
- Punctual, reliable, and prepared (familiar with scripts and agenda).

Benefits:

- Contribute meaningfully to the Dhamma experience of fellow practitioners.
- Develop public speaking and leadership skills.
- Receive training and support from experienced emcees.
- Be a visible, welcoming presence at BF's most important gatherings.