



## **Job Description: Service Team (PRO)**

**Position Title:** Service Team (PRO)

**Location:** Buddhist Fellowship (BF)

**Reports to:** Service Team, Coordinator

**Commitment:** At least 1x weekly per month

### **Overview:**

As a Service Team (PRO) volunteer, you will play a vital role in supporting the smooth execution of our community programs, events, and retreats. This is a great opportunity to serve, contribute your time and skills, and experience the joy of giving back while promoting meaningful connections.

### **Key Responsibilities:**

- Support weekly Dhamma talks and Sangha Dana preparations, including hall set-up, offering arrangements, food serving, and general housekeeping.
- Assist in organizing and managing major events such as Vesak Day, Public Dhamma Talks, BF Anniversary, Conferences and etc. Function includes
  - Coordinate event logistics, including traffic management, registration, and ushering.
- Act as coordinators for overseas activities, managing travel logistics and ensuring group cohesion.
- Participate in team meetings to provide input and updates on activities and improvements.

### **Requirements:**

- Enthusiasm to participate in community-driven events.
- Willingness to take initiative and contribute ideas.
- Ability to work as part of a team with a positive attitude.
- Open to learning from experienced team members and developing leadership potential.
- Good organizational skills and attention to detail.

### **Benefits:**

- Build meaningful relationships within the community.
- Gain insight into Dhamma practices and deepen your understanding.
- Be part of a supportive and inspiring network of volunteers.
- Develop valuable organizational and leadership skills.