



**GEELI MITTI CENTRE OF EXCELLENCE**  
NAINA DEVI BIRD SANCTUARY, NAINITAL, UTTARAKHAND

## RETREAT OPERATIONS MANAGER



LOOKING FOR A CHANGE AND AN OPPORTUNITY OF A LIFETIME IN THE BEAUTIFUL KUMAON REGION?

Join us on our beautiful eco-estate with natural hobbit homes, natural farming, a pristine stream, dogs, cats, hens and an energetic human family of 10+ in the middle of the beautiful bird sanctuary, where the stars are bright at night and you wake up to the sounds of nature.

Geeli Mitti Centre of Excellence (CoE) is a social enterprise and a mecca for all things natural building and permaculture design. An hour from Naintial, Uttarakhand, it serves as a demonstration farm, an educational institute and a getaway for people wanting to experience living in natural hobbit homes and a sustainable way of life. We offer workshops, retreats and host guests for short term stays in our cottages and shared spaces through the year. We also run programmes to support and empower the local community.



## BE A PART OF SOMETHING AMAZING!

WE ARE CURRENTLY LOOKING FOR A FULL-TIME RETREAT OPERATIONS MANAGER WHO WILL BE RESPONSIBLE FOR MANAGING THE DAY-TO-DAY OPERATIONS AS WELL AS MAINTENANCE OF THE PROPERTY WITH THE HELP OF OTHER STAFF AND VOLUNTEERS.

### WHAT YOU WILL DO

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#### ENSURE THE SMOOTH RUNNING OF DAILY OPERATIONS THAT INCLUDE:

- Oversee asset management, focusing on the protection and preventive maintenance of key assets and structures including repair and cleanliness of all our structures.
- Oversee the grounds, landscaping, repair, watering, weeding, cleaning and upkeep of the gardens and vegetable gardens.
- Ensure the safety and well-being of all guests, visitors, volunteers and employees.
- Manage and develop staff at all levels, demonstrating proven leadership skills.
- Manage bookings, financial budgets, including revenue targets, labour and operating costs, and monthly forecasts.
- Manage the kitchen, menus, purchases, planning, cleanliness, and upkeep of the same along with the chef.
- Manage kitchen costs and separate menus for guests and for staff/volunteers.
- Lead capital works project management, including the renovations and repairs of existing and new structures with the help of inhouse or contracted natural building experts.
- Manage the upkeep and welfare of our non-human members of the family including dogs, cats, and chooks that live on the property.
- Be on call 24x7.

#### GUEST EXPERIENCE

- Design and manage an exceptional experience for visiting guests who rent our cottages for short terms stays.
- Support our freelance workshop facilitators with their requirements to conduct their retreats at our centre.
- Manage bookings, stay, arrivals and departures for our guests. Manage and personally respond to guest calls and queries as needed.
- Arrange for activities and experiences as opted for by the guests.
- Look after all food requirements of the guests.



## VOLUNTEERS

- Advertise on (Workaway / Helpx), recruit, train and manage the rosters for volunteers & interns.
- Maintain optimal volunteer levels and ensure the entire premises is effectively managed to exceed expectations.
- Ensure volunteer expectations in terms of a great learning, living and cultural experience are met. Focus on fostering a positive culture and returning long-stay volunteers.

## KEY REPORTS

- Housekeeping, chef, volunteers, staff and contractors will report to you. Ultimately, it will be your responsibility to make sure all departments work smoothly. You will report directly to the Founder.

## WHAT YOU WILL BRING TO THE TABLE:

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- 5+ years of managerial experience, managing teams of 15+ preferably in eco-resorts, yoga/Ayurveda retreat centres, or such sustainability-oriented or holistic organisations. Experience with volunteers will be highly regarded.
- A passion for sustainability, some knowledge of permaculture and natural building will be highly regarded.
- Exceptional organisational skills, an eye for details, a positive attitude, staying calm under pressure, thinking outside the box and leading by serving with a willingness to roll up your sleeves and get dirty, will be part of your makeup as a leader.
- Ability to foster a positive and inspiring work culture with excellent communication skills (verbal and written). A fine balance between living together as a family whilst maintaining clear roles and responsibilities will be expected.
- High level of integrity and commitment to customer service.
- Computer savvy with good knowledge of Word, Excel, and ability to navigate and conduct business online.
- Experience managing budgets and financials and meeting revenue and operational cost targets and KPIs.
- A commitment to leading a sustainable life and your own health and well-being.
- Must be adept at car driving and motorcycle riding, ideally with experience on mountain roads.



## WHAT YOU WILL RECEIVE:

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- A befitting salary package depending on your experience.
- Accommodation in a studio type private dwelling and all meals (vegetarian).
- One day off each week and 10 days paid leave each year.
- An amazing opportunity to live a sustainable life in a beautiful natural setting whilst making a difference in supporting others to discover their passion for the same. To be part of a tribe that is birthing a new future and an alternative way of life, quietly but surely, away from the chaos of the world. This is an opportunity to reconnect with your true self and find your happy place whilst gaining immense knowledge at the mecca of natural building and permaculture design.

**Please note:** A minimum commitment for one year is required after a 3-month probation period. Only vegetarian food is allowed on the estate.

To apply, kindly send your CV and cover letter to [namaste@geelimiti.in](mailto:namaste@geelimiti.in) with the email subject saying '**Application for post of Retreat Operations Manager**'

