

Yogi job rationale:

In addition to developing our concentration and our wisdom through listening to the wisdom of our teachers and through our own meditative practices, we need to develop kindness, compassion and generosity and other qualities of the heart and mind. These qualities serve as a foundation and help further our spiritual practice and become better human beings. To this end, as well as to help maintain the retreat center so that others may benefit from it, we each participate in “yogi jobs” every day during the retreat. Yogi jobs are best carried out mindfully and joyfully. When you work with an open heart to all those who might benefit from your work, as well as with a sense of gratitude for all who did the work and jobs that you are now benefitting from, it can truly further your practice. This is also one of the things that can easily be taken home from the retreat to improve your everyday life. While not all of us can find the time to meditate every day, we can all try to bring this sense of service and gratitude into the things we see and do in our everyday lives by leaving each place a bit better than when we found it...

(Also, the jobs are not limited to those you see on the sign-up sheet. If you see something that needs to be done, feel free to add it to the list or to drop a suggestion into the donation box.)

Job Title: Audio system controller (Page 1)**Objective:** Take care of audio system, including microphones and recordings during the retreat**Time:** Throughout the retreat**Location:** Meditation hall (in the Great Hall)**Number of people needed (noted if job is male- or female-specific):** 1**Tools Needed (where to find and put tools back):** Audio system**Coordinator and/or person to contact with questions:** Chen**Brief description and instructions:**

Take care of audio system, including microphones and recordings during the retreat.

Other Notes:

Eventually, we will take pictures of the settings and post them near the audio system. Whoever volunteers to attend the audio system can easily set up the settings according to the pictures.

Here are some things about our audio system:

1. Two handheld wireless microphones

We have two handheld wireless microphones (and two clip-on mic)

The two handheld microphones are usually placed in the charger (we need to **make sure microphones are fully charged before the event**).

The microphone use two regular AA NiMH rechargeable battery each. It take longer time to charge the battery in the microphone using the microphone's charging stand. To ensure full charge before important event, these battery can be removed from the microphone and place in the battery charger in bottom shelf of the audio system stand. In case the battery was not properly charged before an event, regular AA batteries can be temporarily used in the microphone, but do not place the microphone in charging stand if regular batteries were temporarily used. Change the rechargeable battery in the charger and replace it in Microphone ASAP.

For convenience, let's call them LEFT microphone and RIGHT microphone.

Each has its individual volume control. For different purposes, the volumes for LEFT and RIGHT could be different.

2. Audio settings (at least Two kinds)

From the experiences with May's and June's chanting retreats (and the past lecture events), we need at least two kinds of audio settings for different purposes. **One is for lecture and the other for chanting retreat.**

Chanting needs lower volume than the lecture since the chanting leader and participants will chant aloud. We usually put one microphone for chanting leader, and the other for the instruments, "ground bell" and small wooden fish (both sitting on the floor).

The volume for the "ground" instruments needs to be lower. Otherwise, it will produce lots of echos and noises (mainly from the ground). Plus, the instruments themselves make loud sounds. Usually, **the volume for the ground instruments is lower than the one for chanting leader.**

Volume for our lecture speakers will be ~~lower~~ **set higher** than the one for chanting leader. Usually, our chanting leader will chant as loudly as possible, while some of our Dharma teachers speak softly. So, volume for lecture needs more.

Job Title: Audio system controller (continued)

Plus, chanting leader will play instruments which make loud sounds. High volume setting will make them even louder and annoyed.

3. Adjusting Microphone position

AFTER audio setting has been set according to the given "picture", if we need to increase volume, we adjust the position of the microphone on the stand, NOT the volume of audio system (this is what Chen strongly suggested). Audio attendant needs to make sure that microphone is as close to Dharma teacher's mouth as possible, especially those who speak softly or don't like to speak closely to microphone like our Ajahn.

4. Microphone sound quality decides the quality of our recording

We record the lectures directly through microphone. In other words, if we cannot hear clearly through microphone, then the recording quality won't be good, either.

5. Make sure RIGHT microphone for Dharma teacher or chanting leader, and LEFT for ground instruments.

If we mistakenly use them, the sound volume won't be right and easily create echo. Also, if we turn on the powers for both RIGHT and LEFT at the same time, they will easily produce echo. So, it's always better to turn on RIGHT only; unless, we really need the LEFT as well.

6. What would be the good settings for our audio system?

I don't know. Need to do some experiments.

The sound results also depend on the speakers. We have only two speakers (and we could not add more due to the wiring design of Great Hall). The current locations/angles of the two speakers will produce the best results for those who **sit in the front and center**. This is the best location Chen and Wesley have experimented. Unless we want to invest money in redesigning the wiring and adding more speakers, this will be the best we can get. Alternatively, like Wesley suggested, those who sit in the back may wear the headsets we provide for the English interpretation if they cannot hear the lecture clearly. However, not many people will like to wear them, I guess.

7. After finishing the audio settings, let's take portraits of them!

Job Title: Bell Ringer

Objective: Ring bell to help let people know that the next session will be starting soon

Time: Continuously throughout retreat; 15 minutes or immediately (see brief description and instructions) before each session starts

Location: Outside Great Hall and Perry House

Number of people needed (noted if job is male- or female-specific): 1



Tools Needed (where to find and put tools back): Bell (the long one with a tongue; It is usually kept on the shelf in the meditation hall by door at the front of the hall on the women's side.)

Coordinator and/or person to contact with questions: Lina, Chen, or any long-time LBA member or board member

Brief description and instructions:

Walk (or run or jog, if you wish) around the outside of the Great Hall (and Perry House for longer breaks and/or if you think there are people over there) and ring the bell to help let people know that the next session will begin soon. If it is after a longer break (lunch, dinner, etc.), it's usually 15 minutes before session (giving people time to wash up after nap, go to the bathroom, etc.). If it is for a short break, ring just before the session.

Other Notes:

Job Title: Check-in

Objective: Check people in and collect donation for LBA and teacher

When: Before retreat begins (during the check-in/registration period) and at lunchtime if some people did not have a chance to check in before the retreat starts; Also check with someone about copying checks and giving the materials to Grace (or other LBA board member) before the end of the retreat

Where: Perry House Garage (usually at the table closest to the garage doors farthest from the house)

Number of people needed (noted if job is male- or female-specific): 1

Tools Needed (where to find and put tools back):

1. Pens (Perry House garage shelf or on tables)
2. Pre-Registration list (Lina or other LBA Board member)
3. Receipt Book (Grace or on Perry House garage table)
4. Know what the suggested donation for that particular retreat is (Find information online or ask another LBA member)
5. Know if the teacher takes donation checks, and if so, who to make them out to (Find out this information from the specific event/retreat coordinator or teacher.)

Coordinator and/or person to contact with questions: Grace, Lina or other LBA board member

Brief description and instructions:

1. Ask people/retreatants if they have pre-registered. If so, put a check by their name on the pre-registration list. If not, write in their name and information on the list.
2. Ask how much they wish to donate to LBA (They may ask what the suggested donation is for that particular retreat. If so, tell them.)
3. Write the donation amount by the appropriate name on the check-in list.
4. Take their donation and write them a receipt for the amount given by putting the cardboard under the yellow copy of the receipt and then filling in the appropriate information and signing the receipt. Tear out the yellow copy and give it to the retreatant. The white (original) copy stays in the receipt book.
5. Inform the retreatant that they may also make a donation to the teacher if they wish to by placing their donation in the appropriately-labeled can (People may ask if they may write checks and if so, who to make them out to. If so, obviously, tell them.)
6. Before the end of the retreat we need to copy all donation checks as a record. We give the donation (cash and checks), a summary of donation/check-in list, receipt book, copies of checks to Grace who will double check the details and deposit the money to the bank.

Other Notes:

Job Title: Garbage collector (Perry House)**Objective:** Collect garbage in Perry House garbage cans**Time:** Every 1-2 days**Location:** Perry House**Number of people needed (noted if job is male- or female-specific):** 1**Tools Needed (where to find and put tools back):** Possibly replacement garbage bags (grocery bags for use in the small cans are found under the kitchen sink or under the long table by the hot water station in the garage. Larger garbage bags for the garage)**Coordinator and/or person to contact with questions:** Lina or other long-time LBA member or board member**Brief description and instructions:**

Every 1-2 days, collect garbage from basement, kitchen (two cans) and all restrooms on the 1st & 2nd floors. Replace garbage bags if needed.

Other Notes:

Job Title: Meditation Hall Coordinator

Objective: Coordinate unexpected needs, especially in the meditation hall and keep the event running smoothly

Time: Continuously, throughout the retreat

Location: Meditation Hall (in the Great Hall) especially, and the AVRC complex along with eth help of the event coordinator, in general, if needed

Number of people needed (noted if job is male- or female-specific): 1

Tools Needed (where to find and put tools back): None

Coordinator and/or person to contact with questions: Lina, George, or any LBA board member

Brief description and instructions:

“Meditation hall coordinator will take care of the yogis (their needs), facilitate the time keeper, take care of unexpected things happen, communicate with the teachers, helpers, and other coordinators to make the event going smoothly. There are several detailed things the coordinator need to observe and take care. If we don't have enough volunteers to do this, most of time the time keeper George will do it. I don't have time to write it in detail now. We can expand the list on later.” –Lina, 2014-July 2

Other Notes:

More specific details to be added later.

Job Title: Post-meal help**Objective:** Help clean up after meals**Time:** After meals**Location:** Perry House garage and kitchen**Number of people needed (noted if job is male- or female-specific):** 2-4**Tools Needed (where to find and put tools back):** None**Coordinator and/or person to contact with questions:** Lina, Lisa, Grace or meal coordinator**Brief description and instructions:**

1. Extra food needs to be covered (if foil was folded food-side in before the meal these same pieces of foil can be reused to cover the food) and put away if appropriate (perhaps put into smaller containers or partially-filled containers combined to free up space).
2. The serving utensils and dishes need to be washed (and dried if at least 2 people are working on it), the tables can be wiped off.
3. Wipe off tables with a damp towel or dish rag (Dish towels and rags can usually found in the kitchen or sometimes left in the garage for this purpose.)

After the last meal of a retreat:

1. Package up leftover food in meal-sized portions, so that it may be given to those who wish to make a donation to LBA. Make an announcement that portions are available for retreatants to take home, and that small donations to LBA (~\$5 or so) to help with the costs are appreciated.
2. Food such as oil, uncooked dry food/noodles, soy sauce, sugar, dressing, etc, that won't get spoiled quickly should be put away in the Perry House kitchen as appropriate so that it may be used at another retreat.

[As Lina says, "it takes time to do grocery shopping. I usually keep those stuffs at Perry House, so we don't need to shop for those stuffs for every event. Without purchasing those stuffs, it usually took me at least 2.5-3.5 hours to buy food and deliver it to Perry House for teacher's stay. If shopping include both teacher and the event, it will take even more time. So, if we remove all those things after every event, whoever volunteers to buy food for next teacher's stay and event will need more time to do grocery shopping."]

Other Notes:

Job Title: Pre-meal help**Objective:** To help get ready for meals**Time:** Immediately before each meal**Location:** Perry House (Garage and kitchen)**Number of people needed (noted if job is male- or female-specific):** 1-3**Tools Needed (where to find and put tools back):** None**Coordinator and/or person to contact with questions:** Lina, Lisa, Grace or meal coordinator**Brief description and instructions:**

1. There might be some food preparation in addition to the delivered food. Check in the kitchen to see if anyone needs help with preparation or bringing food out to the garage.
2. Set out bowls, forks, knives, spoons, chopsticks and napkins at the end of the serving table by the garage doors (the end farther from the house). (These items can be found in the drawers of the plastic bins at the side of the garage.)
3. Put prepared and delivered on the long serving tables in the garage, uncover it if there is foil or something on it so that people can get to it (fold foil food-side in so that the foil can be re-used to cover any leftover food after the meal), and add serving spoons, forks, tongs, etc. (in the drawers of the plastic bins at the side of the garage), are put in the containers so that people can dish it up.
4. If there is more than one meal the bowls/utensils from the basement might need to be brought back up to the garage before the next meal, etc...

Other Notes:

Job Title: Wake-up board striker**Objective:** Wake people up for the morning session**Time:** Beginning 30 minutes before the first session of the morning starts**Location:** Perry House and the Great Hall**Number of people needed (noted if job is male- or female-specific):** 1**Tools Needed (where to find and put tools back):**

Wake-up board

The wake-up board is usually kept on the shelf in the meditation hall by door at the front of the hall on the women's side. If it is a female who signs up for the wake-up duty, then it may end up in Perry House by the fireplace for convenience. There is a backup of the wake-up board in Perry House on the shelf by the fireplace, which is basically a piece of the bamboo floor material and a stick (one may get splinters in one's fingers by holding those things; It is recommended to find the actual board).

Coordinator and/or person to contact with questions: Lina, Chen**Brief description and instructions:**

Walk around and hit wake-up board, walking between Perry House and the Great Hall to wake up people. It is a bit difficult to explain the rhythm, but let's see if you know what I mean below:

If the first session is 5:30 a.m.,

At 5:00 (or 30 minutes before the 1st session starts):

First call: each knock about 2 seconds apart (- . - . - . - .)

At 5:10 (or 20 minutes before the 1st session starts):

Second call: one knock, followed by 2 rapid knocks together, and repeat (- .. - .. - .. - ..)

At 5:20 (or 10 minutes before the 1st session starts):

Third and last call: one knock, followed by 3 rapid knocks together, and repeat (- ... - ... - ... - ...)

Other Notes:

Job Title: Water station attendant**Objective:** Fill water jugs and keep hot water stations replenished**Time:** Throughout the retreat**Location:** Great Hall and Perry House**Number of people needed (noted if job is male- or female-specific):** 1**Tools Needed (where to find and put tools back):** Water jugs (usually found near the water stations), filtered water tap (in the Great Hall utility room in the hallway near the drinking fountain)**Coordinator and/or person to contact with questions:** Lina, Chen, or any longtime LBA member or board member**Brief description and instructions:**

1. Make sure hot water dispensers are plugged in.
2. Pick up and refill water jugs using the filtered water tap in the Great Hall utility room (in the hallway near the drinking fountain). The filter needs to be plugged in when in use, and please unplug it after use so as not to waste electricity. If you push the lever up the water will stay on and you can rest set the water jug under the tap on the shelf until it is done filling (obviously, watch it and don't let it overflow). Empty jugs can usually be found at the various water stations and are occasionally also put in the utility room on the water filter shelf.
3. Keep filled jugs by each hot water station. There is one station on each side of the hallway in the Great Hall (outside of the men's and women's bathrooms) and one in the Perry House garage by the side entrance door. It is also helpful to keep additional filled jugs (more than might be needed for the hot water station) by the water station in the Perry House garage because the water is sometimes taken into the kitchen and used for cooking.
4. Refill hot water dispensers as needed. It is usually best to refill the hot water dispensers right before a session starts or at another time before people will want hot water so that the water has time to heat up.
5. Help make sure that the hot water dispensers are unplugged at night and/or at the end of the retreat.

Other Notes:

Job Title:

Objective:

Time:

Location:

Number of people needed (noted if job is male- or female-specific): 1

Tools Needed (where to find and put tools back):

Coordinator and/or person to contact with questions:

Brief description and instructions:

Other Notes: