



V O L U N T E E R S

New York Insight MEDITATION CENTER

“Joy isn’t dependent upon anything but your own willingness to be generous, kind, and loving. It’s that mature experience of giving, sharing, and developing the science of goodness.”

—AJAHN SUMEDHO

NYI Needs You!

NEW YORK INSIGHT MEDITATION CENTER has had a growing response to its programs over the years. Thousands of New Yorkers have had an opportunity to deepen their meditation practice and be part of a growing spiritual community.

Our offerings continue to expand with a variety of retreats, meditation events, beginners’ courses, workshops, and evening sittings.

To help deliver these programs, NYI has, since the beginning, relied heavily on a small but committed group of volunteers.

But to fully support NYI’s operation and facilitate our vision, we need additional help.

We’re appealing to the members of the NYI sangha to come forward and offer their talent and expertise, their creativity and energy to help us continue to grow and flourish. Becoming involved in NYI and offering service is also an excellent way to cultivate generosity as a spiritual practice.

Opportunities to do service are changing and on-going. What do you have to offer?

We welcome your new ideas as well as your resources and talent! If you think you may be interested in volunteering with NYI, please fill out the application on the reverse and mail it to NYIMC, 28 West 27th Street, New York, NY, 10001. You will be contacted within a few weeks.

See reverse for a listing of volunteer needs and an application. ➤

We can’t do it without you!

VOLUNTEER APPLICATION

NAME _____ DATE _____

STREET _____ CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Please check the areas that you would be interested in providing volunteer services:

Event Management Takes overall responsibility for hosting a particular event. Assigns tasks to event volunteers including site preparation, registration, and clean up. Assists the teacher as needed.

Event Volunteer Supports the Event Manager in carrying out tasks that ensure the smooth operation of a specific event, including site preparation, registration and clean up.

Administration Supports the Executive Director in carrying out various office related tasks such as mailings, computer input, and telephone calls.

Publicity and Marketing Responsibilities include identifying and contacting sources for NYI literature distribution and promotional outreach.

Fund Raising Helps NYI conduct fund raising campaigns and events.

Fun Committee Helps organize and prepare for pot luck evenings and other social events.

Data Base Management Helps maintain our ACCESS data base and carry out new projects to utilize the database.

Telephones Responsible for responding to messages from our voice mail system several days a week. We also need people to maintain a telephone "chain" for occasional urgent communications.

Web Site Helps NYI's web manager maintain and update our site. Some experience in web site maintenance is required.

Photography We need experienced, though not necessarily professional, photographers to occasionally shoot NYI events for promotional purposes.

Graphic Design Responsible for the design, production and printing of the catalogue, event flyers, brochures, advertisements, announcements and site graphics. Designers with promotional design experience will be most welcome.

Teacher Transportation Helps pick up teachers at local airports and/or escorts teachers from their hotels to events. Monastics, in particular, cannot drive or handle money so this is a very necessary service. NYI will cover mileage or cab/car expenses.

Sitting Support Sets up the room for evening sittings and monitors the entrance to the meditation hall.

Writing, Editing and Proofing Assist in the writing and editing of event listings for the catalogue, flyers, web site, advertisements and other publications.

Grant Writing Researches appropriate funding opportunities and write grant proposals.

Bookkeeping Assists in maintaining NYI's financial records and provides financial reports.

Housekeeping Helps with cleaning and maintenance to ensure our Center is kept in good order.

Other _____

Please check the type of NYIMC events you have attended and the approximate number of times or frequency of participation over the past 12 months:

Retreats _____ **Courses** _____ **Evening Events** _____ **Weekly Sittings** _____

Reasons for volunteering? _____

Times and days available? _____

Please indicate your experience (if any) in the areas where you expressed interest: _____

Please contact us if you have questions or simply mail your completed application to the address below. Our Volunteer Coordinator will be in touch. Thank you!