

Wisdom's Way Interfaith School

Job Title	<i>Director of Wisdom's Way Interfaith School, Phoenix</i>
Reports To	<i>Tacheria Interfaith Spirituality Center Board</i>

Job Purpose

The Director of Wisdom's Way Interfaith School in Phoenix, AZ will be dedicated to providing support to those seeking interfaith spiritual experiences as well as being spiritual guides/companions. The Director will be open to all who are curious about wisdom seeking and/or being spiritual companions/directors. The Director will be committed to the Tacheria Interfaith Spirituality Center's mission of believing love and peace to be gifts living in all of us, promote spiritual companionship in groups as well as individuals, and serve as an example of wisdom in the world.

Duties and Responsibilities

Board Responsibilities:

- Cooperate with the Tacheria Interfaith Spirituality Center Board in oversight and implementation of the Board's vision, purpose, and mission for the Center and the School, including complying with all 501(c)3 requirements.
- Coordinate with Tacheria.org website administrator on school information, forms, etc.
- Promote the Tacheria Center and School(s) in the Community.
- Serve on the Center's Board as ex-officio member.

School Responsibilities:

- Recruit, interview/inform and admit prospective students.
- Plan and implement 2-year curriculum, with overlapping classes meeting one Saturday per month from September to June. Curriculum includes spiritual direction training, spiritual formation training, interfaith presentations, and assignments for students. Expectations are:
 - Schedule appropriate meeting room or Zoom meeting and prepare environment before each class.
 - Recruit and manage student volunteers to provide, (1) monthly refreshments, and (2) monthly meditations (usually 2nd year students), including maintaining and reminding volunteers of dates and responsibilities.
 - Provide spiritual direction training including materials, assignments, and practices/exercises.
 - Provide spiritual formation training including information and experiences in a variety of spiritual practices, materials, assignments, and 2 personality tests (1 each year, Myers-Briggs Type Indicator and Enneagram).
 - Help students find a spiritual director, monitor compliance, and assist in any concerns/questions.
 - Promote Spiritual Directors International information and student membership, including opportunities to attend Annual Conference.
 - Recruit and coordinate interfaith presentations with qualified presenters including materials, assignments, experiential opportunities for students, and other logistics, such as PowerPoint set-up, stipends for presenters, etc.
 - Guide/facilitate class in all group gatherings in ways that promote community/spirituality/presence/holy listening/safe space for all.
 - Prepare and distribute list of required and recommended books for students.
 - Review and return assignments, including spiritual autobiographies and monthly assignments.

Director of Wisdom's Way Interfaith School Job Description (continued)

- Manage and respond in a timely fashion to all School-related emails, phone calls, and requests for information from Tacheria website.

School Responsibilities (continued):

- Send monthly email (preferably 2 weeks prior to each session) to students with session information and/or assignments.
- Provide Director contact information (phone and email address) to each student, and respond to student requests in a timely manner.
- Maintain contact information for each student and providing information to other students and Alumni Group Facilitator.
- Plan, coordinate and implement "Get Acquainted Gathering" in August prior to classes beginning. (Optional)
- Plan, coordinate and implement an overnight (2 day) Annual Retreat including lodging, meals, curriculum, and presenters.
- Plan, coordinate and implement June Graduation Ceremony (open to the public), including food, invitations, speakers, diplomas, gifts, etc. with the help of the graduates, other students and Tacheria Board. All of this depends upon CDC guidelines and Tacheria Board requirements for in person participation.

Financial Responsibilities:

- Present a Proposed Annual Budget to the Tacheria Treasurer for Board approval.
- Operate within Board approved Annual Budget expectations.
- Obtain Board approval for any needed variances to the approved Budget.
- Maintain financial records for each student, including approved student tuition, approved scholarship, other payments such as Retreat costs as well as any donations given by Alumni.
- Make deposits to Tacheria bank account of all revenue received and provide the Tacheria Treasurer with deposit information.
- Provide Treasurer with invoices for all expenses, including receipts for reimbursements, presenter stipend information, etc.

Professional Responsibilities:

- Follow and enforce ethical guidelines of the Spiritual Directors International, including confidentiality and supervision, etc.
- Model and act as an example of a holy listener, open presence, and keeper of safe space for all.
- Promote, establish, and honor diversity and inclusivity.
- Foster an environment of curiosity, security, openness, and respect.

Collaboration Responsibilities:

- Recruit, supervise, support and cooperate with the Alumni Group Facilitator, including opportunities for joint presentations, when appropriate.
- Cooperate with and support sister Tacheria Interfaith School of Spiritual Direction in Tucson, including opportunities for joint presentations, when appropriate.
- Cooperate with the Tacheria Interfaith Spirituality Center, Board, Tacheria Interfaith School of Spiritual Direction, and Alumni Group Facilitators in presentations, which will be open to the public, such as Imam Jamal Rahman.

Director of Wisdom's Way Interfaith School Job Description (continued)

Qualifications

Considerations for qualifications may include:

- Experienced in spiritual direction/companionship. Current practice preferred.
- Attended spiritual direction school preferred or comparable experience.
- College degree preferred. Lifelong learner required.
- Knowledge and experience with various faith/spiritual communities.
- Interfaith connections and relationships (local community preferred).
- Experience teaching adults and facilitating group dynamics.
- Administrative experience including but not limited to on-line option such as Zoom, working with boards, budgets, facilities logistics, supervision, recruitment and hiring.
- Program and event planning experience.
- Strong organizational and leadership skills.
- Nonprofit experience preferred.
- Demonstrated ability to work collaboratively with diverse individuals and groups.
- ***This position requires the highest level of integrity and compliance with Spiritual Directors International ethical guidelines.***

Compensation

This position is part-time and not salaried. Base compensation of \$5,000.00 with a potential of up to \$5,000.00 additional compensation as revenue permits.

Deadline for submitting application: December 15, 2021