

Hostel Host and Receptionist Volunteer

We are currently looking for an enthusiastic Hostel Host and Receptionist to warmly welcome, inform, guide, and care for guests of our brand-new hostel!

Become part of Ananda Kalyani and contribute with hospitality skills to a **spiritually and ecologically minded community**, join spiritual practices such as kiirtan and meditation, get access to inspiring knowledge and visions of a regenerative world, live amid astonishing nature, receive spiritual teachings, and get support from spiritual guides through your inner and outer journey.

Ananda Kalyani is a pioneering Integrated Rural Development (IRD) project dedicated to **spirituality, local development, and holistic regeneration**, encompassing environmental, economic, and social aspects. We aim to serve as a model and educational hub for sustainable and regenerative living in the 21st century.

Ideally, someone who:

- **Is inspired to support Ananda Kalyani's vision and mission** by contributing to positive guest and visitor experiences;
- **Resonates with the culture** of Ananda Kalyani and is comfortable representing the project to guests and visitors;
- Has strong **communication and interpersonal skills**;
- Has a **friendly** and approachable presence;
- Gets energy from shifting between a **diverse range of tasks**;
- Enjoys both **hospitality and hands-on** operational work;
- Is equipped with **basic computer skills** to swiftly navigate the digital world, such as booking systems, Google tools, and Microsoft Office programs;
- Is **decisive and solution-oriented** in case of unforeseen circumstances;
- Has **team spirit** and ability to integrate different perspectives;
- Is **assertive, reliable**, and carries oneself with **integrity**;
- Cultivates their own **spiritual practice**;
- Has **English and Portuguese** (ideally) language skills;
- Has their own working material (laptop);
- Is **motivated** to be of service for 30 hours a week;
- Is ready to make a **long-term commitment** of multiple months and ideally a year.

Being a Hostel Host and Receptionist means to:

- **Be in touch** with (potential) guests and visitors through email, phone, website and booking platforms;
- **Warmly welcome guests and visitors** on arrival, and introduce them to Ananda Kalyani with the necessary information on facilities, activities, and events;
- Maintain **regular communication** with guests and visitors to address questions and concerns;
- Contribute to a **vibrant and harmonious atmosphere** in the hostel, besides ensuring a safe environment by adhering to security procedures and emergency protocols;
- Provide **administrative support**, such as processing bookings and payments.
- Handle personal information and financial matters with **integrity**;
- **Execute marketing tasks** on booking platforms and other media;
- **Execute practical tasks**, such as restocking supplies, and tidying and cleaning common spaces and guest rooms;
- Receive **guidance and follow instructions** from the Hostel and Visitors Coordinator, as you closely collaborate with your coordinator and other team members.

As a volunteer, your food and accommodation will be provided. In exchange, you are of service for 6 hours a day 5 days a week, and contribute 10 euro a day. We ask for a monetary contribution to sustain the financial health of the project.

Excited to become part of us as a Hostel Host and Receptionist? Get in touch! Write to us at volunteers@anandakalyani.org, and share your CV and motivation to join Ananda Kalyani's mission in this particular role.