



Guide Positions Overview

Job Summary

Guides are vital members of the Inner Fire therapeutic community, supporting Seekers (residents) through their daily rhythms and healing journey. Under the supervision of the Executive Director, Guides assist in scheduled activities and community life, holding space with compassion, presence, and strength.

- **Day & Evening Guides** support Seekers during structured daytime and evening programming, including artistic, therapeutic, and community-based activities.
- **Overnight Guides** provide care and oversight during nighttime hours, offering assistance with evening routines, sleep preparation, and morning transitions.
This is a “sleeping, but awake when needed” position.
- **Weekend Guides** facilitate nourishing activities such as meal preparation, gardening, hiking, cleaning, and self-care practices that promote presence of body, soul (mind), and spirit.

Responsibilities

- Accompany Seekers through scheduled activities with mindful and steady support.
- Inspire and motivate participation in daily tasks and community responsibilities.
- Support life skills including self-care, personal space maintenance, and emotional self-regulation.
- Administer or assist with medication and supplement schedules.
- Lead and participate in off-campus events (hikes, swimming, biking); must be physically fit and capable of hiking long distances on varied terrain.
- Respond promptly and appropriately to work-related communication.
- Maintain accurate documentation and contribute to reports.
- Attend regular staff meetings, supervision, and professional development training.

- Conduct respectful checks of rooms and personal belongings when appropriate.
- Perform additional duties as assigned in support of the community's mission.

Required Skills

- **Confidentiality:** Must adhere to HIPAA regulations and Inner Fire policies.
 - **Technology:** Proficiency with Microsoft Office Suite and Google Workspace (Docs, Sheets, Gmail).
 - **Active Listening & Discernment:** Ability to assess needs and respond effectively in crisis or challenging situations.
 - **Centering & Grounding:** Provide calm, grounding support to individuals in altered or distressed states.
 - **Tension Reduction:** Skill in de-escalating tense or emotionally charged situations.
 - **Practical Life Skills:** Ability to cook and clean; basic knowledge of gardening, landscaping, hiking, and outdoor survival.
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Character Qualities & Work Style

- **Mission Alignment:** Passionate about Inner Fire's mission, with a belief in the innate healing capacity of every human being.
 - **Adaptability & Flexibility:** Comfortable with a dynamic, evolving workplace and the variety of human experiences.
 - **Privacy & Integrity:** Committed to discretion, ethical behavior, and legal compliance.
 - **Motivation & Dependability:** Self-directed, reliable, and able to inspire others.
 - **Boundaries:** Maintains healthy, professional boundaries with residents at all times.
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Qualifications, Education, Experience & Training

Preferred Training in:

- Motivational Interviewing

- Nonviolent Communication
- Tension Reduction (e.g., Handle with Care, CPI)
- Crisis Management
- Anthroposophy

Certifications Required:

- OSHA-level First Aid & CPR (*can be obtained during onboarding if not currently certified.*)

Please Note: This is a summary document. A more detailed job description will be provided during the interview process based on the specific role applied for.
