



REIKI AUSTRALIA  
*In Touch*

## POSITION DESCRIPTION

**Position title:** Distant Reiki Coordinator Volunteer  
**Department:** Operations  
**Salary/wages:** Volunteer  
**Position no:** HR  
**Supervisor:** Reiki Share Day Co-ordinator

### Internal contacts:

Reiki Share Day Co-ordinator  
Operations Manager  
Project Manager

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### Position Summary:

Is distant Reiki healing a part of your Reiki practice? Are you well-organised and able to establish and maintain effective systems? If so, you could be the person we are seeking!

The purpose of this position is to co-ordinate distant Reiki healing sessions with a team of volunteers.

### Functions and responsibilities:

- Will receive the notification from Reiki Australia that a treatment has been purchased via email, using [distanthealing@reikiaustralia.com.au](mailto:distanthealing@reikiaustralia.com.au)
- Manage the team of practitioners with times and sessions for the treatments
- Liaise with Admin staff as needed
- Follow up on practitioners to make sure they do the treatments and send a brief report
- Handle queries and communication from clients and practitioners
- Report to the team leader of Reiki Practice, giving a monthly update to inform the Project Manager and Board.

### Person specifications:

#### *Qualifications and experience:*

- Previous experience in team leadership is desirable
- Member of Reiki Australia
- Reiki 2<sup>nd</sup> Degree
- Distant Reiki as part of their Reiki practice.

**Personal characteristics:**

- Excellent verbal and written communication skills
- Demonstrated ability to establish and sustain effective teamwork
- Demonstrated ability to support and guide others in their ongoing development
- Well-organised and able to establish and maintain effective systems
- Be able to send and receive emails
- Organise scheduling.

**Requirements:**

- Sign a confidentiality agreement
  - o That clients remain clients of Reiki Australia and that they will not be solicited for any other service or product
  - o That the client's details remain confidential
  - o Conversation between client and practitioners regarding the client remain confidential.
- Seek help from Project Manager and/or Ethics Committee if problems arise
- Be familiar with complaints policy and procedure for Reiki Australia.

For more information or to apply for this role, please email

[distanthealing@reikiaustralia.com.au](mailto:distanthealing@reikiaustralia.com.au)