



Yoga at the Ashram
The Baba Siri Chand Yoga & Retreat Center at Guru Ram Das Ashram
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From the Office of the Yoga Center Director, Hari Kirin Kaur Khalsa, MD

Employment Postings August 1, 2017:

Operations Manager (1)

Reception Associates (1-5)

Yoga at the Ashram, the Baba Siri Chand Yoga Center at Guru Ram Das Ashram, was founded by Yogi Bhajan in 1978, and named by him for the great yogi who united all of the paths of yoga 500 years ago. The yoga center is undergoing in an exciting period of growth in our mission and vision attached below.

We are calling in diverse and talented individuals who would love to collaborate, serve, and lead in the innovation of the yoga center's precious and unique future.

The yoga center keeps a vigorous calendar of events, trainings, workshops, and local daily classes. It serves the local towns and the New England region, also hosting international attendees to its innovative, acclaimed trainings.

Yoga at the Ashram: Onsite Operations Manager: positions: one

Job Overview:

Yoga at the Ashram is a nonprofit organization. Its full name is the Baba Siri Chand Yoga Center at Guru Ram Das Ashram in Millis, Ma. It is a unique destination studio located within a Kundalini Yoga and Sikh residential community and Gurdwara. It was founded by Yogi Bhajan, and is one of the few remaining ashrams in consistent practice of this tradition ever since. This prolonged meditative presence is appreciated by all who visit.

The yoga center is multifaceted. It is grounded in Kundalini Yoga as Taught by Yogi Bhajan and over the years has also maintained hatha, vinyasa, self-defense, family programs, and Tai Chi classes and trainings. International travelers come here to attend the east coast USA sites for SuperHealth, Yogic Science to Overcome Addictive Behaviors, as well as the only IAYT accredited Kundalini Yoga Therapy by Shanti Shanti Kaur and the Guru Ram Das Center for Medicine and Humanology from New Mexico. KRI Teacher Trainings levels 1 and 2 occur here consistently. Onsite guest space at the ashram is appreciated by attendees and the yoga center manages this function. Weekly workshops and daily classes round out a busy and happy schedule of offerings.

Responsibilities: the Operations Manager will work closely with the Director and the Operations Associates, Reception staff and volunteers to ensure that all current goals are met, including but not limited to:

1. Event (including trainings and workshops) planning, marketing, and manifestation.
2. Plan, adjust, and maintain Daily Class scheduling, management, staffing & growth of class size.
3. Assist the marketing team in the development and implementation of general and specific marketing campaigns and strategies.
4. Assist the marketing team to increase social media presence and brand awareness.
5. Coordination and oversight of operations associates, reception staff and volunteers. Work with the director on necessary HR policies, procedures, feedback, staff/teachers scheduling and updates.
6. Assist the director and board on outreach, engagement and communication of fundraising initiatives to community of friends, sponsors, and students
7. Creatively solve problems with the resources available.
8. Oversee and implement Mind Body studio software training for all staff and teachers. Ensure client account questions/ issues are resolved within 24 hours

9. Insure that the studio is clean and orderly each day, coordinating with the Gurdwara functions of the community building as indicated. Assist leadership in growing environmental consciousness of all clients and staff.
10. Manifest yoga center mission and vision and ashram code of conduct in all venues.
11. The Operations Manager will be well versed in the day to day jobs performed by all Operations and Reception Associates and will be able to perform these duties in their absence. She or he will be a resource, leader, and full participant in the yoga center's activities.

Ideal Candidate Characteristics: Operations Manager:

- ❖ Trustworthy & Dependable
- ❖ Self-starter with excellent time management, attention to detail, and follow through
- ❖ Strong organizational and collaboration skills
- ❖ Effective and conscious leadership
- ❖ Clear, mature, and effective communications skills, both verbal and written
- ❖ Ability to juggle and prioritize multiple functions
- ❖ Comfortable with multiple information and communication systems including Word Press, Constant Contact, MindBody. Swift and accurate ability with basic computer systems such as Microsoft Office and Xcel.
- ❖ 2+ years experience managing a yoga center or in a similar supervisor/ team leading role; fluency and/or education in marketing/ communications (or well referenced internships and work experience if a recent college graduate.)
- ❖ Knowledge of Kundalini Yoga helpful.

Hours: 35/ week with some Saturdays which rotate with rest of staff.

Exact hours and salary to be negotiated.

Seasoned professionals as well as recent college graduates welcome to apply. Room for growth. Benefits include 2 weeks paid vacation and unlimited access to daily yoga classes & workshops with partial support negotiable for trainings. Applicants who are certified yoga teachers will have the opportunity to teach a weekly yoga class if they wish. Join the leadership at the yoga center during an exciting period of growth.

Reception Associates: Positions available: 1-5

Yoga at the Ashram is transitioning to electronic check in for all classes and point of sale. We are looking for adept individuals who love yoga who would like to help with our check in at the door of yoga classes. Would be able to then stay for class. Possibility of other office support work. Must abide by Ashram Code of Conduct and support the yoga center mission and vision attached below.

Responsibilities: Reception Associates will work closely with the Operations Associates and Operations Manager to ensure that client point of contact, record keeping, and point of sale runs smoothly with excellent customer service. May also be asked to assist in various events and office support. May tailor hours so that this person may perform check-in to classes and then stay to enjoy yoga classes.

Pre-Requisites:

Must have excellent interpersonal skills and speedy yet accurate computer skills. Knowledge of Mind Body studio software helpful, but will train strong candidates.

Hourly wage+ free attendance to daily classes (does not include workshops, gong events, or trainings). Morning and evening times, or both available. Depending on applicant pool, hours may be shared among several persons. Work exchanges available for partial reduction of tuition for larger events.

9-10 am and 5:15-7:45pm Monday-Friday. Total of 17.5 hours/ week (likely covered by more than one person) with possible growth.

High school students with valid work permit to retirees and all in between welcome to apply.

Yoga at the Ashram
is the Baba Siri Chand Yoga & Retreat Center
at Guru Ram Das Ashram.
Mission & Vision Statement 2017

Vision:

In the name of unity, equality, freedom & the search for inner truth, the human mind-body-spirit is celebrated and uplifted into its greatest understanding of kindness, compassion, and the service of all.

Mission:

Baba Siri Chand Yoga Center is committed to:

- 1) Providing affordable yoga and meditation via ongoing daily classes.
- 2) Providing innovative educational practices & programs, including world-class trainings, courses, workshops, and healing modalities, supported with Ayurvedic- inspired, sustaining nutrition. While anchored in the teachings of Yogi Bhajan, the yoga center supports the individual quest for truth via the rich and diverse traditions of yoga and meditation.
- 3) Facilitating short term stay in the spiritually uplifting environment of the yoga center's host, Guru Ram Das Ashram.
- 4) Expanding engagement and commitment to environmentally sustainable practices.
- 5) Expanding innovative applications such as scientific study of yogic technology, and the therapeutic aspects of yoga and meditation.
- 6) Good neighbor practices in service to humanity, both local and global.
- 7) Ongoing evaluation and growth into the excellence of this mission.

Yoga at the Ashram does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Ashram Code of Conduct

At Guru Ram Das Ashram, we maintain a safe, healthful, and wholesome environment for spiritual practice. In keeping with the ashram lifestyle we do not allow eating of meat, fish or eggs, nonprescription drugs, alcohol, cigarettes or smoking/vaping of any kind, sex outside of marriage, violence, or threats of violence. Permission must be sought before bringing pets or animals onto the property. We reserve the right to request anyone who disregards these policies to leave the Ashram.