



YOGA AT THE ASHRAM

The Baba Siri Chand Yoga and Retreat Center

Job Description: Reception Associate

Operating as Yoga at the Ashram, The Baba Siri Chand Yoga & Retreat Center at Guru Ram Das Ashram is a nonprofit organization within a Kundalini Yoga and Sikh residential community. Founded by Yogi Bhajan in 1970, it is one of the few remaining ashrams in the consistent practice of this tradition. This prolonged meditative presence has contributed to its long-term success. The yoga center is a multifaceted, unique destination studio grounded in Kundalini Yoga as taught by Yogi Bhajan.

Job Overview

Reception Associates work closely with the Studio Manager, Studio Associates and Accountant to ensure that all daily classes and events run smoothly.

Realms of Responsibility

1. Check In Using MindBody Software

- 1.1. Basic knowledge of MindBody functions including class check in, point of sale and student registration
- 1.2. Maintain excellent records of class and event attendance using MindBody software

2. Communications

- 2.1. Communicate to Accountant all cash transactions and record in MindBody
- 2.2. Report to Studio Manager any issues or opportunities for improvement

3. Customer Service

- 3.1. Greet attendees with warmth and grace
- 3.2. Ensure that the studios are clean, tidy and a comfortable temperature
- 3.3. Assist teacher with sound system and other class logistics

Ideal Candidate Values

Presence ❖ Commitment ❖ Accountability ❖ Integrity

Collaboration ❖ Kindness ❖ Community ❖ Nature

Register Online: www.YogaAtTheAshram.org or call 508-376-4525
368 Village St. Millis, MA 02054



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Skills

Reliable and punctual

Trustworthy and accountable

Basic computer skills

Schedule

Average of 3 events per week – minimum 45min each class/event

Arriving 30 min before start and staying 15 min beyond start time of each class/event

May include weekends by rotation

Compensation

Unlimited access to daily yoga classes (\$15 value per class)

Possible compensation for workshops less than one day in length with a forfeited hourly wage

Minimum wage hourly