



YOGA AT THE ASHRAM

The Baba Siri Chand Yoga and Retreat Center

Job Description: Onsite Studio Manager

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.

International travelers come here to attend the east coast USA sites for the only IAYT accredited Kundalini Yoga Therapy Program taught by Shanti Shanti Kaur and the Guru Ram Das Center for Medicine and Humanology. Kundalini Yoga Research Institute Teacher Training Levels 1 and 2 as well as Snatam Kaur's Soul Radiance Immersion course occur here each year. Onsite guest space makes Yoga At the Ashram a convenient space for multi-day offerings. Weekend workshops and daily classes round out a busy schedule.

Job Overview

The Onsite Studio Manager will work closely with the Director, Studio Associates, Reception Associates and volunteers to ensure that all day to day operations run smoothly.

Realms of Responsibility

1. Event Management

- 1.1. Event planning and management including: coordinating with the kitchen manager and presenters
- 1.2. Creating flyers and Facebook events relative to each event
- 1.3. Build each event in registration software (MindBody)
- 1.4. White Tantric Organizer for Millis, MA

2. Daily Class Oversight

- 2.1. Plan, adjust, and maintain daily class scheduling, management and staffing
- 2.2. Educate teachers in the MindBody software and maintain all presenter and staffing information there
- 2.3. Train and oversee all class check-in staff (reception associates)

3. Communications

- 3.1. Assist the marketing team in the development and implementation of marketing campaigns and strategies
- 3.2. Help manage the website



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4. Office Staff Leadership/Management

- 4.1. Coordinate and oversee office staff and volunteers
- 4.2. Work with the director in implementing HR policies and procedures,
- 4.3. Assist director with staff/teacher feedback, scheduling and updates
- 4.4. Help the director with all insurance and certification compliance
- 4.5. Lead all office staff by example and be able to perform all duties in their absence

5. Customer Service

- 5.1. Ensure client customer service opportunities are handled in a graceful and timely manner
- 5.2. Oversee all customer service emails and phone calls handled by office staff

6. Store and Retail Business

- 6.1. Manage all store details including ordering, stocking and updating prices in retail software (MindBody)

7. Miscellaneous

- 7.1. Work closely with Director to ensure all Ashram and Yoga Studio functions are well coordinated and in support of each other
- 7.2. Creatively solve problems with the resources available
- 7.3. Ensure the studio is clean and orderly and stocked with flyers and posters
- 7.4. Provide leadership in encouraging the environmental consciousness of all clients, staff and members
- 7.5. Keep present the yoga center mission and vision and ashram code of conduct at all times

Ideal Candidate Values

Presence ❖ Commitment ❖ Accountability ❖ Integrity

Collaboration ❖ Kindness ❖ Community ❖ Nature

Skills

Excellent time management, attention to detail, and follow through

Strong organizational and collaborative skills

Effective and conscious leadership

Clear, mature, and effective communications skills, both verbal and written

Ability to juggle and prioritize

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



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Comfortable with Word Press, Constant Contact, MindBody.

Swift and accurate with basic computer systems such as Microsoft Office and Acrobat DC

Website management

Key Experiences

2+ years of experience managing a yoga center or in a similar supervisor/ team leading role

Level 1 Kundalini Yoga Instructor certification required

Schedule

20 - 30 hrs/wk including most Saturdays - variable based on events

Exact hours and salary to be negotiated

Seasoned professionals as well as recent college graduates welcome to apply. Room for growth in hours and responsibility. Benefits include 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 in the studio space. An ideal candidate would be interested in living on the Ashram property or very close by.

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