



General Manager at The Salt Spring Centre of Yoga

The General Manager will be working alongside people who are committed to exploring community, spiritual practice, and selfless service. Many people experience transformation while being a part of the pristine Centre land nestled in the heart of Salt Spring Island. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self. To learn more about us, please visit our website at <https://www.saltspringcentre.com/>.

Key Responsibilities

Planning and Project Management

- Works closely with the leadership team to plan, quantify, and document the Centre's needs with respect to maintenance and capital planning requirements;
- Manages and works closely with area coordinators to plan for program season, retreats and events, ensuring effective use of resources and timely planning and scheduling;
- Manages and works with volunteer committees and staff to oversee land and facility projects such as rezoning applications, building projects and renovations, mechanical and HVAC upgrades to facilities;
- Participates in the development of annual budgets, including providing input in setting of prices for Centre services and facilities as relating to operational expenses;
- Planning and executing building projects: design, obtaining required approvals and permits, contracting with builders, working with suppliers, co-ordinating volunteers, and managing project execution.

Program Preparation and Execution

- Liaises with program staff to ensure back-end operations and equipment is ready and available for smooth program delivery;
- Organizes volunteer work parties including for retreat opening (April) and closing (October) as well as during high needs times (harvest seasons);
- Ensures a top-notch hospitality experience for guests while being mindful of efficiency and expenditures in operational areas (housekeeping, food service, etc.).

Facilities and Site Management

- Guides staff and volunteers, ensures proper stewardship, maintenance, and life cycle planning for infrastructure, land and facilities: roads, property trails, drainage, traffic flow including signage and parking;
- Manages preventative and as-needed maintenance of all existing property, vehicles, facilities;
- Arranges for and ensuring proper road maintenance and snow plowing;
- Guides staff and volunteers, ensuring site and facilities are well kept and clean for guests;
- Partners with Centre staff and volunteers to create excellent services for guests and provide support as the property is used for programs, events, and retreats;
- Completes hands-on work for site maintenance as needed;



- With support from the Administration Manager, maintains records and inspections required by provincial and federal law, insurance requirements, and industry standards.

Emergency Preparedness

- Oversees the Centre's emergency preparedness plan, policies and procedures;
- Engages in the broader Island community efforts to ensure local connectivity and communication around emergencies and disasters;
- Responsible to ensure staff awareness and training around emergency protocol and prevention.

Centre Operations

- Co-ordinates and manages effective use of equipment, tools, and resources;
- Arranges for and ensuring timely and proper garbage and recycling disposal;
- Manages kitchen operations: preparing of dining room meals and other food requirements while ensuring compliance with all health and safety needs;
- Manages housekeeping for all the Centre's lodgings and facilities;
- Oversees and maintains the Centre's potable water treatments and septic systems in accordance with provincial regulations, ensures that necessary tests and monitoring are performed, logged, and that results are made public as required;
- Exercises due diligence in keeping the Centre's property, buildings, and equipment supervised and secure to minimize the risk of theft, vandalism, and misuse ;
- Develops standard operating procedures relating to equipment and facilities.

Leadership

- Actively contributes to a positive, inspiring and balanced work environment for all paid staff and volunteers;
- Operations staff scheduling;
- Recruits, develops, and manages performance for staff and volunteers relating to program delivery and marketing;
- In conjunction with the leadership plans recognition activities and retention incentives;
- Communicates effectively on a regular basis with all staff and volunteers.

General Centre Care and Stewardship

- All staff share responsibility for dishwashing and cleaning during high times
- All staff participate in work parties that provide overall care for the Centre seasonally
- All staff are expected to invest in the Centre's general care – we prioritize providing a positive guest and community experience in the spirit of yoga

Other

- Fill in for or assist other team members as necessary.

Education and Experience



- A post-secondary degree or equivalent combination of training, experience and education;
- 5 years' experience in a related area/s (adult programs, yoga, wellness, ecotourism, education);
- Minimum 2 years' experience in a management or leadership role
- Standard First Aid and CPR an asset;
- A track record in project or program management, operations leadership, or related field
- Demonstrated understanding of how to manage a busy, demanding administrative role

Skills and Attributes

- Strong organizational , problem solving, prioritization, and time management skills;
- Highly adaptable and can excel in ambiguity;
- Excellent and broad practical skills in the proper use, maintenance and/or repair of buildings, machinery, plumbing and plumbing systems, electrical wiring, small engines and power tools;
- Excellent written and verbal communication skills;
- Highly relational and able to build strong, sustainable partnerships with staff, community, volunteers, contractors and vendors;
- Collaborative; ability to work with long term community members, staff, volunteers and Board of Directors;
- Leadership skills; including the ability to inspire, motivate and coach staff and volunteers;
- Valid drivers' license;
- Interest in one or more: self-development, yoga, spiritual practices;
- Legally able to work in Canada.

Physical Requirements

- Work may require lifting up to 50lbs;
- Work may require pushing, squatting, kneeling, climbing, etc.;
- Work will require employee to walk or stand for long periods of time.

Job Details

- 37.5 hours a week, seasonal in nature and long hours in excess of 37.5 hours may be required during peak times;
- Three-month probationary period applies;
- In-person at the Salt Spring Centre of Yoga office;
- \$50,000 - \$60,000 annually, commensurate with experience;
- In accordance with Section 34 (f) of the Employment Standards Regulation (BC), this position is exempt from overtime compensation required under Section 40 of the Employment Standards Act. The base salary for this position includes compensation for all hours worked.
- On call availability is an expectation;
- Must be able to function outdoors in various weather and may also be in contact with various chemicals;
- 10 paid vacation days, annually;
- 10 paid sick/flex days, annually (available after 3 month's probation)
- Access to weekly classes.

**Residential Position Available**

If you are interested in joining our multigenerational residential community, please indicate this in your application. We have limited spaces available for those looking to live onsite in the yoga community. Those who join our residential community are asked to: commit to engaging with others in a positive way, keep a clean and sober environment (no alcohol or drugs on the property), and abide by the lacto-vegetarian guidelines while on property. More details about our residential agreements can be provided during the interview at your request.

To apply, please submit your application details to hr@saltspringcentre.com by 4:30pm on January 14, 2022.