



Program Manager at The Salt Spring Centre of Yoga

The Program 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

Program Development & Management

- Fosters meaningful relationships with partner teachers, facilitators and renters;
- Responsible for scheduling all programs in current calendar year with foresight to year ahead planning (2 year minimum view);
- Evaluates programming for outcomes, financial performance, and relevance;
- Contributes to the development and implementation of programming policies and practices;
- Expands the current programming that aligns with the organization's mission and enhances the quality of existing programs using program best practice and evaluation;
- Explores opportunities to expand programs into the online space, including partnerships with alumni and teachers;
- Works closely with the Yoga Teacher Training (YTT) Leadership Team to execute the delivery of Centre's YTT programming;
- Works as part of the Annual Community Yoga Retreat (ACYR) Team to collaborate and support the team in planning and executing the Centre's largest, annual retreat;
- Works with the Spirit Committee to continue to ensure temple rituals and ceremonies are scheduled, marketed and working in conjunction with other space needs;
- Oversees other established Centre programs to ensure program excellence, financial viability and top-notch guest experiences (Yoga Getaways, Personal Retreats, Ayurveda Retreats, Advanced Practitioner Retreats);
- Opportunity to bring your area expertise to teaching if a passion/interest to host programming during the season;
- Supervises and works closely with program staff to ensure complete and successful management and coordination of all rentals.

Weekly Classes & Offerings

- Provides support for weekly public offerings such as Bhagavad Gita Study, Yoga Sutra Study and Satsang, as needed
- Grows weekly public offerings and focuses on growing local awareness of programs and offerings;
- Grows, diversifies and strengthens revenue-generating activities through weekly offerings and classes.



Leadership

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

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

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
- Demonstrated understanding of programming best practices (curriculum design, adult learning outcomes, program evaluation)
- A track record in project or program management, administration, or related field;
- A solid understanding of Microsoft Office and proficiency with Zoom;
- Experience with WordPress and/or Retreat Guru would be considered an asset.

Skills and Attributes

- Strong organizational, problem solving, and time management skills;
- Highly adaptable and can excel in ambiguity;
- Creative and innovative thinking;
- Excellent written and verbal communication skills;
- Highly relational and able to build strong, sustainable partnerships;
- Skilled in developing marketable program offerings;
- 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;
- Interest in one or more: self-development, yoga, spiritual practices;
- Legally able to work in Canada.

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;
- On call availability is an expectation;
- Three-month probationary period applies;
- In-person at the Salt Spring Centre of Yoga office;



- \$45,000 - \$55,000 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.
- 10 paid vacation days, annually;
- 10 paid sick/flex days, annually (available after 3 month's probation).

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 7, 2022.