



June 27, 2024

Job Title: Program Manager

Reports To: General Manager

Organization: The Salt Spring Centre of Yoga

Location: Salt Spring Island, British Columbia, Canada

About Us

The Salt Spring Centre of Yoga is a non-profit educational and spiritual retreat centre dedicated to teaching and promoting the core principles of yoga which embody peace, resilience, and belonging.

Purchased in 1981, The Centre remains the keystone project of the Dharma Sara Satsang Society – founded in 1974 by a devoted and enthusiastic group of followers of Baba Hari Dass (Babaji). In harmony with yoga philosophy, the Society has the central aim of fostering the search by each person to find the deep inner peace of spiritual fulfillment. By means of Sadhana (spiritual practice), Karma Yoga (selfless service), and Satsang (supportive community), we aspire to create an environment for the attainment of peace.

Located on 69 acres of prime agricultural land protected by the Agricultural Land Commission, The Centre shares ecology with and borders the Salt Spring Island Conservancy's Blackburn Lake nature reserve.

We value harmony with the land, growing food as naturally as possible, and encourage practices of peace.

Position Overview

We are seeking a dedicated and passionate Program Manager to oversee and manage our in-house programs, rentals, and BnB. As the Program Manager, you will play a vital role in overseeing our current offerings, developing new programs and networking with other organizations. This is an exciting opportunity for individuals who are experienced in management and have a background in yoga or a related field.



Key Responsibilities

1. Program Delivery & Management

- Develops annual calendars, as well as long-term strategy of the Centre's portfolio of programming in partnership with the Management team and the Strategic Plan
- Fosters meaningful relationships with partner teachers, facilitators and renters
- Responsible for scheduling all programs in current calendar year with foresight to year ahead planning
- Evaluates programming for outcomes, financial performance, and relevance
- Implements pricing structures in collaboration with the General Manager for all programming, adjusting as needed based on affordability principles and market trends
- Maintains an annual budget, understanding revenue, expenses and profitability of all programs and BnB accommodation
- Contributes to the development and implementation of programming policies and practices
- Researches, implements, utilizes, evaluates and maintains software tools (including Retreat Guru and program calendars) to provide the best programming experiences for participants and presenters as well as streamline administration needs.
- Maintains confidentiality by ensuring all files and information are secure, and by conducting all business in a professional, respectful manner
- Works closely with the Marketing role to increase program awareness and attendance
- Supervises and works closely with program staff to ensure registrations & payments are completed
- Ensures that complaints or problems are addressed promptly and effectively
- Provides support for weekly public offerings such as Bhagavad Gita Study, Yoga Sutra Study and Satsang, as needed
- Continues to grow weekly public offerings and focus on growing local awareness of programs and offerings
- Continues to grow, diversify & strengthen revenue-generating activities through weekly offerings and classes
- Opportunity to bring personal expertise to teaching and/or host programming during the season

2. Rentals & Bookings

- Supervises and works closely with program staff to ensure complete and successful management and coordination of all rentals, including:
 - Ensures available rental weekends are fully booked with rental groups aligned with the Centre's intentions and guidelines to assist Centre in meeting its rental income goals



- Works with the Marketing role to promote rental and booking opportunities, when needed
- Ensuring rental inquiries are provided with necessary information in a clear and timely manner
- Manages teacher agreements and documentation
- Collects and files required program paperwork
- Coordinates rental & booking logistics with Centre staff and volunteer teams
- Manages renter deposit payment schedule
- Coordinates renter arrival orientation and tour
- Works with Centre staff and teams to ensure all contractual agreements are met by both parties
- Responsible for managing the Airbnb, including rental listings, policy and guest service.

3. Relationship Building

- Works with the leadership team to build and maintain a culture where paid and volunteer staff are equipped, supported, and led as a unified team whose common goal is to serve our guests and one another
- Effectively communicates with personnel about performance, providing staff and volunteers with feedback, evaluations, and references
- Works with the leadership team to plan recognition activities and retention incentives
Actively contributes to a positive, inspiring and balanced work environment
- Builds strong relationships with renters, alumni, teachers, community members and staff
- Carries out regular, effective, open communication with all staff and volunteers

4. Community Involvement & Centre Stewardship

- All staff may 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.

Working Conditions:

- Start date: September 2024
- Approximately 30 hours per week, Monday to Friday between 9am - 4pm
- Work must take place in-person at the Salt Spring Centre of Yoga



Qualifications

- 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 Google Workspace;
- Experience with WordPress and/or Retreat Guru would be considered an asset.
- 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;
- Leadership skills - including the ability to inspire, motivate and coach staff and volunteers;
- Positive attitude, proactive mindset, and ability to work both independently and collaboratively.
- High level of discretion and confidentiality.
- A passion for yoga and holistic living is a plus.
- Legally able to work in Canada.

Compensation:

- \$46,800/year
- 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 Vacation Days, 5 Flex Days and 5 Wellness Days annually.
 - Access to weekly classes.

Residential Position Available:

We are proud to have a multi-generational residential community at The Salt Spring Centre of Yoga, and as part of our commitment to fostering a harmonious environment, we offer the



possibility for team members to join our community as residents for the duration of their contract. While we have limited spaces available for those looking to live, this unique opportunity allows individuals to immerse fully in the community and activities of The Centre. Residents in our community are asked to make a commitment to engage with others in a positive and respectful manner, to maintain a clean and sober environment with no alcohol or drugs on the property, and to adhere to the lacto-vegetarian dietary guidelines while on the premises. We believe that this shared living experience enriches both personal and collective growth, further deepening our connection with the Earth and each other. If you are interested in residential opportunities, please indicate this in your application. More information will be made available during the interview process for this interested.

Application Process:

If you are passionate about supporting an organization working to foster an environment for the attainment of peace, and contributing to the legacy of love, service, and sanctuary, we invite you to apply via the application form on our website.

To Apply:

Please submit your application details via our [website](#).

Application will remain open until a suitable candidate is found.

We look forward to hearing from you!

Kristin Peebles

General Manager, Salt Spring Centre of Yoga

Janell Stuka

Interim Program Manager/ Marketing and Communication Coordinator, Salt Spring Centre of Yoga