



Sept 12, 2024

**Job Title:** General Manager

**Reports To:** Dharma Sara Satsang Society Board

**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 students of Baba Hari Dass (Babaji). In harmony with yogic 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.

We value living in harmony with ourselves, our community, and the land we inhabit, and see the daily practice of yogic principles as the means for achieving that.

### **About The Role**

The General Manager (GM) plays a pivotal role in supporting the operations of the Centre. In collaboration with the Operations Team (Ops Team), it is the priority of the GM to ensure the smooth delivery of all Centre programs and activities, rentals, community gatherings and celebrations, and guest experience, and to support the well-being of the residential spiritual community as well as engage with the broader off-site community (satsang).

This position oversees and coordinates all of the Centre's administrative, financial, and operational activities in order to ensure organizational effectiveness and efficiency. The General Manager is responsible for office management, HR management and administration, budget development and implementation, and works closely with the Board to ensure financial objectives are met, overseeing revenue generating initiatives such as the Jai Store online and onsite, the Farm stand, fundraising efforts, and developing other initiatives relative to these areas. To be successful, the GM must enjoy the pace and unpredictability that comes with serving diverse groups and overseeing multiple administrative areas of function. The GM is a



hands-on role and involves being a working supervisor side by side with office, programs, and operations staff.

It is important for supporting alignment and integration within our community that all members of our team, including paid positions and volunteers, regardless of whether they take up residence on the land, share a common aim and inclination towards living a yogic lifestyle, and applying the principles of yoga in everything we do.

### **About You**

- A genuine interest and active engagement in yogic principles and lifestyle.
- A desire and willingness to participate in collaborative leadership; experience working in sociocracy or other collaborative governance models considered an asset.
- Strong inter-personal skills, ability to relate to a wide variety of personalities and build strong, sustainable relationships.
- Capacity for deep, open listening and clear communication, both written and verbal.
- A demonstrated ability for creative problem solving and innovative thinking.
- Aptitude for adaptability, agility, and a proactive mindset.
- Strong soft leadership skills - including the ability to inspire, motivate and coach staff and volunteers to bring out the best of who they are and what they have to offer.
- Strong organizational, problem solving, and time management skills.
- Ability to maintain discretion and confidentiality.
- A willingness to live on the land,(but not required) and immersion into residential community life an asset.

### **Key Responsibilities**

#### **1. Daily Operations**

- Working with the Ops Team to create a collaborative working environment, including the ongoing evaluation of communications and workflows to assist with overall management of Centre activities.
- Working with the Ops Team to create an open, safe, and inclusive environment for our residential spiritual community.
- Serve as the liaison between the Board and the Ops Team.



## **2. Office Management**

- Working with the Program Manager to develop/expand revenue streams through program development and other fund-raising projects.
- Establish and/or improve administrative systems, standards, policies and procedures for the operation of the administrative area.
- Work with the Ops Team to review, revise, and establish Centre policies and procedures as needed.
- Streamline administration through software; oversee IT needs, upgrades and contracts.
- Provide support to the Board of Directors and Society Committees, when needed
- Prepare, negotiate, and authorize administrative and operations contracts on behalf of The Centre (IT, HR, Finance, Lessees, partnerships, kitchen, farm, housekeeping, residential and short-term volunteers, etc.).
- Assist program staff with rental and teacher contracts and documentation.
- Assist the designated Ops Team representative and office staff with residential and short-term volunteer contracts and documentation
- Liaise and work with the Ganges Educational Society (GES) as per the Memorandum of Understanding.
- Review current systems for tracking expenses and implement system upgrades in collaboration with the accounts team and relevant operational departments.
- Manage sufficient inventory of supplies for Office and Jai Store, including ordering.
- Assist department leads with inventory purchasing and tracking as needed.
- Assist with responding to general email, telephone or in person inquiries as needed.

## **3. HR Administration**

- Assist with the recruiting process and keep personnel records organized.
- Provide orientation, training, mentorship and evaluation to new administrative staff, taking corrective action when necessary.
- Support the designated Ops Team Representative with orientation, training, mentorship, and evaluation of volunteers and residential community members as needed, including addressing HR concerns and taking corrective action when necessary.
- Assist with staff, consultant, residents and volunteer time tracking and time off requests.
- Update/develop HR policies and agreement templates, with the support and input of the Ops Team.
- Assist the Ops Team with developing a staffing plan and review with the Board



- Update and maintain Centre employment policies and procedures.
- Work with the designated Ops Team Representative and Ops Team leads to conduct weekly scheduling of operations staff and volunteers.
- Hiring, interviewing, and evaluation of operations team.
- Facilitate conflict resolution and take corrective action on HR related concerns as necessary involving our HR rep as needed.
- Other related duties.

#### **4. Financial Coordination**

- Develop and implement the Centre budget / annual operations plan.
- Track and regularly monitor actual expenditures.
- Keep and appropriately file administrative financial records.
- Ensure insurance policies are current and adequate for Centre needs.
- Compile financial submissions for bookkeeper and ensure adherence to coding.
- Undertake necessary government filing and reporting are completed in a timely manner.
- Work with accounting and management team to set budgets, monitor spending, and process expenses.
- Work closely with the bookkeeper to supervise and guide bookkeeping activities.
- Work with Board Treasurer on monthly reporting to the Board.
- Work with the Board on long-term financial planning.

#### **5. Health and Safety**

- Acts as Safety Officer at the Centre to ensure proper policies, protocols and processes for ensuring occupational health and safety.
- Ensure routine fire inspections are completed annually and address any issues that arise.
- Undertake regular fire and earthquake drills and training with staff and volunteers.
- Assist with ensuring our facilities and practices are health and safety compliant.

#### **6. Relationship Building and Personnel Supervision**

- Work with the Operations Team to build and maintain a culture where paid staff and volunteer are equipped, supported, and led as a unified community with the common goal to lead a spiritual life and teach yoga through programs, classes, and other related offerings.
- Actively contribute to a positive, inspiring and balanced work environment.



- Effectively communicate with personnel about performance, providing staff and volunteers with feedback, goal setting, evaluations, and references.
- Work with the Operations Team to plan recognition activities and retention incentives.
- Develop and maintain healthy relationships with renters, alumni, teachers, residential as well as off land community members, volunteers and staff.
- Carry out regular, effective, open communication with all staff and volunteers in a manner that is inclusive and addresses diverse communication styles and preferences. (I.e. group meetings, one-on-one discussions, written or verbal feedback, etc.)

## **7. Community Involvement & Centre Stewardship**

- Contribute to our shared responsibility of supporting community operations such as dishwashing and cleaning during peak program times such as retreats, ACYR, celebrations and ceremonial gatherings, etc.
- Participate in weekly work parties that provide overall care for the Centre.
- Invest oneself in The Centre's general care and well-being– providing a welcoming, safe, and friendly experience for guests and community members at all times.
- Lead by example in embodying The Centre's core aim and commitment to yogic principles in how one interacts and conducts themselves, in and beyond their functional duties.

### **Working Conditions**

- Start date: September 2024
- Approximately 30 -37.5 hours per week
- Workdays are flexible. It may be required to work some weekends and evenings, depending on the program and community activity schedule.
- Work must take place in-person at the Salt Spring Centre of Yoga, located on Salt Spring Island, BC, Canada.

### **Qualifications**

- A post-secondary degree or equivalent combination of training, experience, and education.
- A minimum 5 years' experience in a management or leadership role with a proven track record in operations planning, budgeting and management.
- A solid understanding of Microsoft Office and Google Workspace.



- Proficiency with WordPress and/or Retreat Guru considered an asset.
- Proficiency with scheduling software, such as Homebase, considered an asset;
- Experience working in retreat centres or hospitality considered an asset.
- Legally able to work in Canada.

### **Compensation**

- \$63,000-\$65,000 annually, depending on 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
- 15 Vacation Days, 5 Flex Days and 5 Wellness Days annually
- Access to weekly classes, teachings, and Centre-sanctioned events and offerings

### **Residential Opportunity**

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, and supporting our common commitment to engaging in the daily practice of yogic principles of right-living.

If you are interested in residential opportunities, please indicate this in your application. More information will be made available during the interview process for those 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.



### **How 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!

**Clare Cullen**

*President, Dharma Sara Satsang Society*

**Kalpana Tabachnick**

*Vice President, Dharma Sara Satsang Society*