



# Yoga Studio Manager

## **Reports to**

Owner/Director

## **Work Schedule:**

Tuesday-Friday 10am-7pm

Saturday 7:30-3:30

***To apply: Go to [vibeyogastudio.com](http://vibeyogastudio.com) and fill out the application under “JOIN> Work at Vibe.”***

## **JOB DESCRIPTION**

### **Summary/Objective**

The studio manager provides overall direction for all activities related to services and programs offered at Vibe Yoga Studio. Manages personnel, information systems, office management systems, retail, sales, and safety systems. The studio manager is responsible for project development and implementation of these programs and systems that support all levels of staff and management to reach goals in each of these areas. The administrator works closely with all members of the management team and others to ensure that his or her responsibilities are effectively and consistently being upheld.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops consistent and fair personnel policies that comply with all federal and state regulations and that reflect management philosophy and culture.
2. Develops an ongoing training program for all areas that ensures we remain a “learning organization” and that addresses our critical technical, supervision and management training needs. A training plan (revised annually) will be developed in coordination with other management team members.
3. Works with the MBO systems manager to develop and implement staff communications and to make sure procedures are being followed.
4. Develops safety policies and program with the management team. This program must comply with all federal and state regulations and be consistently implemented throughout.
5. Develops office policies and supervises implementation. Responsible for ensuring a quiet and productive work environment. Ensures that all personnel, teachers, and karma crew provide friendly, customer-oriented responses to all inquiries.
6. Works with the staff, teachers, and management team to improve their skills, and encourages their professional development by scheduling trainings and evaluations with the management team, and when needed communicates verbal and written warnings when staff does not meet expectations.
7. Negotiates and maintains all corporate insurance policies under the supervision of the owner/director.
8. Administers all employee benefits programs. Maintains and updates employee files.
9. Establishes a library of literature relating to personnel policies and regulations, safety program and regulations, training materials, and information systems manuals and procedures.
10. Works alongside the management team to record and communicate project management, applications, email correspondence, meeting schedules, for “join our crew applications”, teacher training applications, scholarship programs, retreat programs, and specialty events.
11. Strives to improve efficiency and reduce costs in those areas that report to him or her.
12. Attends weekly staff meeting and monthly management team meetings.
13. Covers all responsibilities of Guest Experience Supervisor when working in the studio.
14. Oversees marketing plan and strategies.
15. Manages all schedules for instructors and staff. On call for all scheduling needs Sunday-Saturday.
16. Managing growth, strategies, and any other duties as assigned related to the job.

## **Competencies**

1. Collaboration Skills.
2. Communication Proficiency.
3. Discretion.
4. Ethical Conduct.
5. Budget Management.
6. Human Resources Capacity.
7. Organizational Skills.
8. Performance Management.
9. Personal Effectiveness/Credibility.
10. Presentation Skills.
11. Technical Capacity.

## **Supervisory Responsibility**

This position involves supervision of hourly employees.

## **Work Environment**

Vibe strives to create a calm, quiet, and peaceful environment to work in. The majority of work is done in studio unless otherwise approved or requested by management. Sitting, standing, climbing, and lifting (20lbs)

## **Position Type and Expected Hours of Work**

This is a full time job and 40 hours of work per week that can be scheduled each term between Sunday-Saturday 8:00am-9:00pm.

## **Required Education and Experience**

Bachelor's degree.

## **Preferred Education and Experience**

1. Human Resources Experience
2. Administration Experience
3. 200-hour RYT (preferred not required)

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. You must be able to take 2 classes from our schedule a week to be able to accurately describe our services to our clients.