

Rhode Island Hot Yoga Job Description

Teacher Coordinator

Position title	Department	Reports to
Teacher Coordinator	Yoga Studio	Owner
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

Position Summary

The Teacher Coordinator is responsible for overseeing and supporting the Staff Teachers at their designated location. They act as the primary point of contact for Staff Teachers whenever they need support or assistance, and they meet with the Staff Teachers individually on a regular basis to provide Performance Reviews. They also coordinate workshops and events at their designated location. They address and trouble-shoot any issues on the team in a timely manner, reaching out to the Owner or Human Resources for support if needed.

Essential Duties and Responsibilities

The essential functions of this position include, but are not limited to:

- Attend each Staff Teacher's class, in each style that they teach, at least 2x per year, to ensure they are maintaining and upholding consistent standards
- Hold formal Performance Review meetings with each Staff Teacher at least 1x per year
- Hold informal 1-on-1 check in meetings with each Staff Teacher at least 1x per year
- Answer questions from Staff Teachers and troubleshoot issues (within 24 - 48 hours)
- Coordinate in-house training opportunities for Staff Teachers to develop various skills includes sales, first aid / CPR, studio knowledge, etc.
- Coordinate small group or 1-on-1 training and mentoring sessions for Staff Teachers, and share helpful resources for professional development
- Coordinate workshops with Staff Teachers and/or Guest Teachers; organize Workshop logistics and follow up after each event
- Plan and oversee studio community events (challenges, social events, community classes, etc) with support from Facility Managers
- Check in monthly with Studio Owner; provide input on class schedule, class attendance, pay raises, and overall studio performance.
- Participate in Management Team meetings as needed, including quarterly meetings
- Help maintain an uplifting and supportive work environment

Minimum Qualifications (Knowledge, Skills, and Abilities)

The minimum qualifications for this position include:

- Skilled at holding productive conversations and sharing feedback in a constructive way
- Able to problem solve and share helpful solutions with team members
- Familiar with a range of yoga and fitness modalities (note: instructor certification is NOT a requirement for this role)
- Able to participate comfortably in a wide variety of yoga and fitness classes, **including** hot yoga classes, heated fitness classes, and strength training using weight / resistance.
- Confident working independently with minimal day-to-day supervision
- Experience in developing workforce training programs is a huge plus!
- Supervisory experience is a huge plus!

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Comfortably tolerate high temperatures (105F / 40% humidity for hot yoga, 95F / 40% humidity for heated fitness) for the duration of any heated classes (up to 90 min)
- Handle equipment and weights (resistance bands, dumbbells up to 15lb, kettlebells up to 30lb) for any classes that utilize such equipment
- Attend classes throughout the year at a variety of times (between 6am - 7pm)

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.