

ZENworks Yoga  
Yoga Instructor Job Description  
Independent Contractor

## **YOGA & MINDFULNESS INSTRUCTOR RESPONSIBILITIES**

- To complete the entirety of the Instructor Intensive program and Practicum, and a clear background check prior to working in schools and partner organizations, and maintain appropriate status as requested
- To follow ZENworks Yoga program guidelines and curriculum
- To conduct sessions in a manner that ensures safety and respect to all participants, and is in alignment with ZENworks Yoga's values
- To educate and inform all participants in proper techniques and benefits of yoga
- To begin and end sessions in a timely and prompt fashion
- To represent ZENworks Yoga appropriately and convey accurate information when communicating with partners (i.e. educators, School Champions, etc.), including but not limited to weekly emails during programming
- To log hours in the timesheet on at least a weekly basis including headcount numbers and notes when active in programming
- To distribute and collect program surveys throughout the program, and submit for data analysis
- To participate in bi-annual Team Retreats to stay up to date on information and exchange program materials
- To support fundraising efforts for the organization
- To inform ZENworks Yoga of classes that need to be canceled or rescheduled at least one week in advance or as soon as possible if not a pre-scheduled absence
- To maintain borrowed materials in good condition, and to return when no longer needed or prior to leaving the role

## **ZENWORKS YOGA'S RESPONSIBILITIES**

- To provide a comprehensive training program to prepare instructors, and offer ongoing support as needed
- To schedule programs and present potential opportunities with accurate details
- To provide educational, programming, and other materials needed to follow the ZENworks Yoga guidelines
- To provide program guidelines and potential ideas for resources that may be used to teach yoga classes
- To pay Yoga Instructor in a timely and accurate manner

Interested candidates should email Sara Kelly at [sara@zenworksyoga.com](mailto:sara@zenworksyoga.com) for more information, and include a copy of their resume.