

Available Position: Front Desk Coordinator, Kula Oakville

We are excited to welcome a part-time Front Desk Coordinator to Kula Oakville. This person possesses excellent inter-personal and communication skills, an ability to prioritize and multitask in a dynamic environment, as well as cultivates clear discernment based on integrity of the Highest alignment.

The Front Desk Coordinator's primary role is to support students in their experience at the studio, whether through program and workshop information, class sign-in, retail purchases, registration, studio tours, support via phone and email, as well as uphold the care of the studio space to ensure it is a safe haven for community practice and serenity.

The Front Desk Coordinator fosters the highest standards of cleanliness and organization at the studio, and he/she is committed to conscious customer service. The Front Desk Studio Coordinator understands the essence of 'Kula,' and integrates the heart of community in all aspects of the position.

Important Skills and Attributes for this position:

- *Caring Customer Service*
- *Attention to detail*
- *Compassionate heart and a willingness to share one's gifts in community!*
- *Ability to anticipate students' needs*
- *Possesses a zeal for cleanliness and organization*
- *Committed to learning and self-discovery*
- *Dedicated to working towards one's Highest good*

Available Hours:

We are currently hiring for Tuesdays (temporary), Thursdays and Saturdays, and there is a possibility for extra shifts at the studio.

If you are interested in learning more about the position or applying, please email a cover letter and resume to: stephanie.colosimo@mykula.ca