



YOGA TEACHER INTERNSHIP

**The healer heals for no personal agenda, no award, no recognition.
The healer heals for no other reason than health.**

This position is for those who want nothing but to give, live and practice the limbs and trust payment comes abundantly when operating from this heart-centered space. It is for those who want to look past their fear and ego, and simply serve humanity. You are simply here to help and contribute to the holistic health movement in San Diego by donating your time and energy happily.

Prior to class tasks:

To be done by both the teacher and desk person. Work together :)

Downstairs gate: Key has been given to you.

Lockbox on studio door: 1008. *Please be sure to put the key back in the lockbox immediately after you open the front and balcony doors (and lock the doors after closing).*

- Arrive at least 20-30 minutes before class to get settled and grounded.
- Ipad should be turned on and ready for Schedulicity (www.schedulicity.com) and Waiver (www.sandiegoyogafestival.com/waiver). Passcode is 108108
- Make sure studio is clean and orderly for our students: if it wasn't, be sure to let Shawna know so she can talk to the last person that was there. We must respect the space and keep it clean together.
- Give the studio Reiki or happy thoughts for a safe blessed, happy, positively powerful class.
- Be sure to have phone hooked up to the speaker using the SONOS app. Have "yoga" music playing for students as they walk in.
- You may smudge or light an incense. Be mindful. Clean up the ashes if any mess is left. Open a door if it gets too smokey. As the students if they are ok with the smell.
- Open the balcony doors and keep one or both doors open in the front so the students can easily walk in when it is nice outside! When it is cold, keep the doors closed. Turn on the radiators if needed: they need 20 minutes to warm up. Please put them 2 feet away from the wall, warn students to not touch the

as they get hot, and unplug them after class. If you are using the radiators be sure to keep doors closed at all times.

- Please sweep the floor or organize anything if it is out of place or dirty. This should have been already taken care of, but in case it wasn't, please adjust accordingly.
- Place the chalkboard, signs, plants, flyers, etc. outside in front of the door as you were directed. Please take this inside after your class.
- **CHALKBOARD:** Please make sure the chalkboards are updated, listing what is going on for the day or week. Also make sure the downstairs chalkboard clearly says "Yoga With Shawna is UPSTAIRS" with arrows pointing upstairs. Placing the chalkboard in front of the gym makes it look like it belongs to the gym.
- Fill up flyers/business cards if they are empty on the door or outside by the chalkboard or on the shoe rack. Extra flyers and business cards are kept under the check-n desk.
- **AM Teacher:** Place the second chalkboard and flyers downstairs to direct students upstairs. Please leave this outside all day.
- **PM teacher:** Bring the Downstairs Chalkboard Sign and Flyers inside.

AS STUDENTS ARRIVE:

- Remind students to leave shoes outside but bring valuables inside.

Teacher:

Greet students. Make them feel happy and comfortable. Answer any questions they may have (and feel free to go around and ask if they have any questions.)

Teach an amazing class...

- Feel free to keep the doors open or closed based upon the noise level and temperature that suits the needs of the students.
- Speak loud, clearly and lovingly.
- Take care of yourself so you can show up to work and do a good job.
- Practice what you preach.
- Teach to the levels of the class, not your ego or plan.
- Love,love love....
- Share the Plant of the Week Spray with the class and explain what it does. The benefits are written on the chalkboard and in a weekly newsletter that goes out sometime Sunday-Tuesday of each week.

Desk person:

- Put out the "Yoga and Meditation Sign in Sheet" on the clipboard on the check in desk and a pen. Be sure to fill out the name/date/class name on the top of the sheet.
- Every student is to sign in on this sheet for the class.
- Keep track of the total amount of money (cash and card) for classes (not retail), new students and total students in class on the half sheet of paper that is the "class tracking sheet".
- Sign in students/collect money. See protocol for new and returning students below under "Using the Schedulicity Sign In System:

Library:

There are books by the props: these are for students check out. They are mainly for students of a training, but if a student in the studio wants to check out a book, they are welcome to as long as they are a member. Please fill out the information for on the google docs on the ipad labeled "Library"

Books can be checked out for 2 weeks. Please update if a person returned a book.

Prop cleaning:

Remind the students to spray down the props and their mat with the Yoga With Shawna spray. You may want to put the spray out for the students to see it. There are paper towels behind the spray bottles.

Supplies:

If supplies run out, there are extra! Office supplies are under the front desk and plant medicine desk. Retail items and paper towels, cleaning supplies are in the closet. If the back up supplies run out, please email Shawna.

This is a Seva Project, meaning you are giving solely from your heart happy to teach, feeling it is an honor to do so. Internship experiences are also limited in numbers so if you got chosen, congratulations! This internship is where you are learning to how to work at a studio, teach in front of other students. The classes will never be paid positions. There should be no hidden agendas on why you are interning other than to serve. This is also not a place for you to market yourself or solicit business.

PERKS:

- A line on your resume and I will write you an honest letter of reference.
- Opportunity for other opportunities associated with YWS (festival, corporate classes, festivals, etc).
- 15% off any teacher training you take with me while you are working at the studio as a teacher.
- Free Class(es) at the studio for the desk person to take only the class they are working front desk as. If you commit to/work three shifts a week (desk or teacher), you can get a free monthly membership.

COMMITMENT:

- The minimum requirement to intern for the front desk is 2 hours (1 shift) and to teach a class, you must work 4 hours working a teaching shift and 1 desk shift as well (2 shifts)
- You must work the contractual dates you agreed to. Commitments are in three month periods.
 - YWS family supports you: if you wish to extend your teaching agreement past three months and YWS agrees, you become now not an intern, but a SEVA worker. SEVA workers are exclusively offered the opportunity to offer other teaching experiences and get paid for them: this includes leading workshops, events and private classes or offering other services. You will be paid the going rate which is defined by YWS at the time of hire.
 - Paid positions will never be for teaching donation-based classes and are only offered to people who are currently providing SEVA work for at least 2 hours a week.

SUBS

If you must miss class, you must find a sub for your class. You must follow the sub protocol presented by Yoga With Shawna. Missing class is highly discouraged. We must honor our commitments.

- No shows teacher or desk person results in immediate replacement of you as teacher or desk person. You may not miss a class if you do not have it covered (it is absolutely unacceptable to have a no-show). Only documented, legitimate written excuses are accepted.
- It is encouraged to “switch” classes with another teacher for the class you will miss, instead of asking for another teacher to pick up extra hours.
- Subs are only current YWS teachers or approved YWS.

Many times you will be at the space without Shawna there:

- You are not to be in the studio/use the studio key for any time other than when you are working.
- If anything is broken/messed up during the time you are in class, you must replace it.
- Both doors must be locked when you leave.
- Ipad must be charged at 100 percent.
- Paperwork must be 100% accurate: the money collected and number of student checked in must match in all five recorded places (Square, schedulicity, mini paper, excel doc, and money drawer). If money is missing or numbers are off, you are responsible.)
- You may give Reiki Adjustments only and you must ask permission: no hands-on adjustments to students unless otherwise approved.
- If you are repeatedly asking for a sub/inconveniencing others, you may be replaced.
- You may not frantize, flirt, have an inappropriate relationship with any student. This is a healing place, not a social hour to meet people/make new friends. You must be the leader.
- You are encouraged to promote each other’s classes happening at YWS at the end of the class. You may not solicit outside business of yours or others in the space. However, on your last week of class, you may tell your students where you are going.
 - If a student would like your private information, they must request it through writing an email at: info@yogawithshawna.com
 - You are not take any client’s personal information for any reason.
 - All client interactions at YWS are confidential and may not be discussed outside of the studio or with other persons.
- Classes are to be safe, all levels, and meet the descriptions on the website.
- You are to advertise the YWS teacher trainings and certification programs along with other workshops led by YWS contractors after your class. They are listed on the chalkboard.
- Teach to your students not to your plan. Who is in front of you? What do they need?
- Speak loud. Speak from the heart.
- Please practice yoga every day. I’d love to see you in as many classes as possible taking the medicine and supporting each other.
- Sound tools owned by YWS are not to be played unless you have been properly certified in the Sound Healing Certification at YWS. You are encouraged to bring in your own sound healing tools and use them in class! They are not toys and can be played incorrectly/affect people.
- Oracle cards are great! Bring your own if you’d like to use them.
- Classes should not get stinky or super sweaty. This a healing yoga studio (the gym is downstairs). We also don’t want this beautiful place to smell or get moldy.
- No candles or other fire hazards. If you light incense or smudge, be sure they are completely out before leaving and are not used or discarded in anyway that will cause a fire.
- No food or drink in the studio. Only water. This doesn’t mean you can’t eat or drink. It just means you must eat them outside the studio.
- Do not bring anything in that may cause a mess (sand, paint, candles/wax, glitter, etc) or stain or damage the studio.

- Do not make any religious references or topics to sensitive topics that may make people feel uncomfortable or discriminated.
- You are never to give advice: only reference the 8 limbs when people are looking for guidance.
- Walls:
 - Walls can be used to help the students get deeper into poses (this is better for private sessions as there isn't really a lot of wall space to do this! In YTT I teach you this, but it isn't really applicable i this space with a class); please be aware of the following and be mindful:
 - The moss wall is to not be used at any time as a prop.
 - Students are to not use furniture as props to lean on. It is unsafe/unsturdy
 - If you use areas of the windows as a wall to use as a prop, be mindful of the blinds and also clean the windows after.
 - The sacred chant wall is not to be used as a prop (feet marks will leave stains).
 - You can use the walls outside of the studio as long as we still don't have neighbors! They work great!
- Floor:
 - The floor is beautiful where our students spend most of their time. It does scratch easily. Please do not push things (furniture), drop things or do anything that would scratch or hurt the floor. Please make sure your students do the same (no shoes are to be worn at the studio at any time). Please be sure to keep the floors clean.
- Oils:
 - No oils other than Wisdom of the Earth can be used at the studio.
 - A spray featuring the oil of the week will be in front of the room for you to share with your students. Please share and feel free to teach any of the information I share about the plant in the weekly emails/Sunday meditation class. You can directly spray on the student (with their permission) or pass the bottle around for the students to spray at the start of class, or directly spray on the student in Savasana.
 - Please read the Plant of the Week blog sent out every week so you can talk about this plant as you offer them the plant medicine. It will be sent to your email. You can also read the information on the chalkboard by the door.

Insurance/ Liability:

- YWS is not liable if you hurt or injure any student in a class you are teaching.
- YWS is not liable for any things broken or lost during the time you are teaching.
- You must list Yoga With Shawna Inc on your insurance as additionally insured.
- This is not a social or networking experience: you are to remain professional and also understand that all clients at the studio are YWS.

I _____ agree to the above statements and will be on hold the following position(s):

at the following time/day:

Name: Shawna Schenk, Founder, Yoga With Shawna:

Signature:

Date:

Date: