

Lead Mentor And Operations Manager

Location: Lynchburg, VA (Ascend Facility) **Job Type:** Part-Time, Permanent

Schedule: 12 Fixed Hours Per Week + Variable Supervision Hours

- *Instruction:* 10 Hours/Week (Fixed hands-on lab schedule)
- *Administration:* 2 Hours/Week (Flexible digital tracking)
- *Oversight & Recruitment:* Variable hours based on active booth rentals.

Compensation:

- **Hourly Base:** \$18.00 – \$25.00 per hour (Sliding scale based on student enrollment)
- **Premium Paid Asset Bonus: Free 3-Day Salon Station Rental** at Station 4 on Mondays, Tuesdays, and Saturdays (**\$750+/month real-world value**).
- *Total effective compensation value equals \$1,470 – \$2,000+ per month depending on class size.*

About Ascend:

Ascend is a premier, multi-purpose beauty workforce facility combining cutting-edge pre-apprenticeship instruction with independent booth rentals and continuing education. We are on a mission to scale our earning model , and we are looking for a foundational team member who aligns with our vision to grow with us into a leadership role.

Position Overview:

We are seeking an entrepreneurial, licensed beauty professional (Cosmetology Instructor) to act as our Lead Instructor and Facility Steward. You will lead 10 hours of hands-on student instruction per week for our cohorts, manage 2 hours of weekly administrative tracking, and oversee our 4-station booth rental floor on a variable schedule that grows as our community does.

This position is uniquely structured to reward your direct impact on the program's growth. As class enrollment scales, your hourly base pay automatically climbs.

Key Responsibilities:

- **Instruction (10 Hours/Week):** Deliver hands-on practical lab instruction, grade student techniques, and maintain compliance with curriculum milestones.
- **Administration & Tracking (2 Hours/Week):** Maintain accurate student attendance records, log practical training hours, ensure state board compliance paperwork is up to date, and general clerical duties.

- **Booth Rental Supervision (Variable):** Monitor facility compliance, ensure shared space cleanliness, provide tours to prospective renters, and assist with onboarding. (Hours scale dynamically with building occupancy).

The Ideal Candidate Profile:

- **Unwavering Professionalism:** You represent the Ascend brand. A polished, professional appearance and an exceptional workplace demeanor are required daily.
- **Mature & Dependable:** You are prompt, highly organized, and fiercely protective of schedule boundaries. You show up ready to lead by example.
- **High Integrity:** Because you will be managing facility compliance, student records, and handling tenant relations independently, absolute trustworthiness is non-negotiable.
- **Goal-Oriented:** You aren't just looking to punch a clock. You are motivated by growth, excited by the tiered pay scale, and driven to help fill classrooms and booths.

The Tiered Compensation Structure:

To reward leadership and growth, your hourly pay rate for instruction scales dynamically with the size of the class cohort:

- **Tier 1 (1 Student Enrolled):** \$18.00 / hour base pay
- **Tier 2 (2 Students Enrolled):** \$21.00 / hour base pay
- **Tier 3 (3 Students Enrolled):** \$24.00 / hour base pay
- **Tier 4 (4 Students Enrolled/Full Class):** \$25.00 / hour base pay

Additional Perks & Incentives:

- **Keep 100% of Your Behind-the-Chair Income:** Use your free 3-day booth rental to service your personal clients out of a premium space with zero overhead.
- **Booth Rental Bounty:** Earn additional cash bonuses for every long-term independent booth renter you successfully onboard into our open stations.

Qualifications & Technical Requirements:

- Active Cosmetology Instructors License .
- Strong desire to step into an operational leadership role.
- Excellent organizational skills for tracking student records and compliance forms.
- An active book of clients you wish to service booth-rent-free out of our premium space.
- *Haircolor & Formulation:* Mastery of basic color application, sectioning, and underlying pigment theory.
- *Haircutting & Finishing:* Expert knowledge of foundational cutting geometry, blow-drying, and high-end thermal styling.
- *Natural Nail Care:* Full proficiency in sanitary manicure and pedicure procedures.
- *Waxing:* Competency in facial and basic body waxing techniques.
- *Infection Control:* Absolute mastery of State Board disinfection, sanitation, and safety regulations.

- **Administrative & Digital Capabilities:** Strong organization and communication skills with the ability to manage student compliance folders and digital logs independently.
- **Professional Alignment:** A polished appearance, mature work ethic, and an active book of clients (if looking to utilize the premium 3-day booth rental perk)* **Free Booth rental incentive Cannot be redeemed or substituted for cash payment.**

All Interested Candidates should submit a resume with cover letter to;
info@ascendbeautycareers@gmail.com

You can visit our website at; <https://www.ascendbeautycareers.com/>

Ascend Cosmetology Mentor & Operations Manager

Candidate Pre-Interview Questionnaire

Name: _____

Active VA License Number: _____

Phone/Email: _____

Section 1: Technical & Instructional Proficiency

Ascend focuses on delivering exceptional foundational skills to ensure our students are instantly salon-ready.

1. Rate your current comfort level with instructing a student on the following foundational skills (1 = Not comfortable teaching, 5 = Master/Can teach confidently right now):
 - State Board Infection Control & Disinfection: 1 2 3 4 5
 - Hair Color Application & Formulation Foundations: 1 2 3 4 5
 - Blow-drying, Thermal Styling & Finishing: 1 2 3 4 5
 - Basic & Advanced Haircutting Foundations: 1 2 3 4 5
 - Natural Nail Care (Manicures & Pedicures): 1 2 3 4 5
 - Basic Waxing & Facial Grooming Services: 1 2 3 4 5
2. Imagine a student is struggling to master a consistent tension while blow-drying or executing a basic 90-degree haircut. How do you approach coaching them through that frustration without making them feel discouraged?
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3. Why is strict adherence to disinfection and state board safety procedures something you prioritize on a busy salon floor?
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Section 2: Administration & Trustworthiness

Because our owner operates behind the chair 3 days a week, this role requires a mature leader who can manage facility data and compliance independently.

4. This role requires 2 hours of dedicated administration per week (tracking student attendance, updating practical milestone charts, auditing booth rental agreements). Can you describe your past experience keeping digital records (Excel, Google Sheets, or Salon Software) or managing physical compliance folders?
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5. Promptness and dependability are non-negotiable core values at Ascend. What does being "dependable" mean to you in a salon environment where students and independent renters rely on your presence?
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Section 3: Growth Mindset & Facility Stewardship

This position offers 3 days of free booth rental per week to service your own clients, alongside an hourly wage that increases as our student classes grow.

6. Part of your role will involve being the "face of the facility" when a prospective student or independent booth renter contacts us for a tour. How do you communicate the value of a professional space to someone considering joining our community?
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7. If you are awarded this position, do you plan to utilize the free 3-day booth rental perk (Mondays, Tuesdays, and Saturdays) to service your own personal clientele?
 - [] Yes, I plan to build/bring my book of business.
 - [] No, I am strictly interested in the instructional/administrative hours.