



[New Braunfels Location](#)

645 N. Walnut Ave.  
New Braunfels, TX 78130  
Phone (830) 730-6090  
Fax (830) 455-4355

[San Marcos Location](#)

2003 Medical Pkwy, Ste C  
San Marcos, TX 78666  
Phone (512) 643-5440  
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[San Antonio Location](#)

9846 Lorene Rd  
San Antonio, TX 78216  
Phone (210) 876-3859  
Fax (830) 455-4355

[Email](#)

info@inmindout.com

[Website](#)

inmindout.com

## **JOB DESCRIPTION**

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**Position:** Biofeedback Department Coordinator & Assistant Director of Education

**Name:** last name, first

**Reports To:** CEO

### **COMPANY MISSION STATEMENT**

The mission of InMindOut is to offer the highest standard of emotional wellness products and services. We believe that change is obtainable and can begin with one step.

### **VISION**

Where life's daily experiences involve love, presence, peace and hope.

### **VALUES**

- Get comfortable being uncomfortable
- Create Movement
- Find Gratitude
- Practice Acceptance
- Integrity in our Intentions
- Be Compassionate and Vulnerable
- Growth Mindset
- Take Ownership
- Do the next right thing
- Service Excellence
- Self-Care
- Adaptability

### **PRIMARY FUNCTION/PURPOSE**

The Biofeedback Department Coordinator & Assistant Director of Education coordinates biofeedback and related services at InMindOut and manages the program. They supervise and train the biofeedback team including both paid staff and interns. The Biofeedback Department Coordinator & Assistant Director of Education leads the educational department in content creation, set up and take down of workshops, creation of courses on the online portal, creation of educational content and ensuring licenses and content is up to date. The Biofeedback Department Coordinator & Assistant Director of Education also coordinates the educational in class programs including preparing facilities, equipment, supplies and instructors. They will fill in to see neurofeedback and biofeedback clients as needed to support the team members beneath him and



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train a back-up employee to support the educational team in all of its processes. They will maintain inventory including biofeedback and educational supplies as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Supervisor Duties:**

- Supervises, trains, and hires adjunct biofeedback and educational team members including paid staff and interns.
- Completes student evaluations as needed
- Maintain contracts with schools as needed
- Develop and oversee QEEG & Psychological Testing Program with Clinical Training Director
- Biofeedback, Neurofeedback and QEEG Internship Program for educational participants
- Host mentorship program for remote and on site participants
- Manage social media presence for Biofeedback at IMO and Educational Programs
- Attend at least 1 conference annually as a representative of IMO & SP to work & give a presentation or run an IMO sponsored workshop during that time.
- Participate in podcast show and content development.

### **Biofeedback, Neurofeedback & QEEG board certified Technician:**

- Engage in demonstrations of biofeedback and neurofeedback services to potential clients, at marketing events, and with staff at IMO (i.e. lunch and learns for IMO staff).
- Purchase equipment as needed for biofeedback and neurofeedback services.
- Maintain inventory of educational supplies associated with workshops
- Engage in direct client care.

### **Assistant Director of Education**

- Oversee educational program content development, licensing, marketing.
- Oversee educational workshops including educational assistants, participants, materials, setup and take down.
- Maintain inventory of educational supplies associated with workshops
- Ensure that instructors needs are met including flight and hotel scheduled in addition to providing instructors with appropriate tools for success such as schedules, checklists, assisting with filming as needed, etc.
- Teaching at educational workshops.
- Filming educational products as needed.

## **MINIMUM REQUIREMENTS**



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- To be considered for this position, candidates must have experience minimum of 2 years' experience in a similar role and must possess significant knowledge, experience, and abilities to successfully perform the responsibilities listed.
- Bilingual and Relevant education and/or training will be considered a plus.
- IMO is an Equal Opportunity/Affirmative Action Employer.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the *essential functions of this job*. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties or be of a safety concern.

**Key to denote % of time requirements necessary to perform essential functions of this job.**

**0% = Zero (O)    1-35% = Little (L)    36-70% = Moderate (M)    71-100% = Great (G)**

**Physical Requirements:** # lbs. Occasionally (O) / # lbs. Frequently (F) / # lbs. Constant (C)

- Sedentary:** 0-10 O / 0-5 F / 0-10 C       **Light:** 0-20 O / 0-10 F / 0-5 C       **Medium:** 0-50 O / 0-20 F / 0-10 C
- Heavy:** 0-100 O / 0-50 F / 0-20 C       **Very Heavy:** Exerting in excess of 100 O / in excess of 40 F / in excess of 20 C

**Physical Activities:** Mark each per the Key above

- |                                    |            |                      |                                |
|------------------------------------|------------|----------------------|--------------------------------|
| - Bending / stooping               | - Standing | - Lifting            | - Color / Depth perception     |
| - Reaching above / below the waist | - Kneeling | - Repetitive Motions | - Fine hand & finger movements |
| - Pushing / pulling movements      | - Sitting  | - Typing             | - Operate motor vehicle        |
| - Climbing stairs / ladders        | - Walking  | - Balancing          | - Operate various equipment    |
| - Fingering / grasping / feeling   |            |                      | - Crouching / Crawling         |

**Necessary traits for this position:**  Seeing  Hearing  Talking\*  Reading  Writing\*

Basic comprehension of  English  Spanish  French  Other \_\_\_\_\_ language using the traits\* marked above for purposes of safety, management direction and job responsibility, Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentations, demonstrations, employee direction, audits, etc.:  English  Spanish  French  Other \_\_\_\_\_



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**Biofeedback Department Coordinator & Assistant Director of Education**  
**Job Description Acknowledgement**

I understand the job description is not intended to be an all-inclusive list of duties and standards of the position. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. If I have any questions about the content of this job description and I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

By signing this I am acknowledging that I have read and understand the above job description including the mission statement, vision and values of InMindOut and agree to work toward implementing those values while working for InMindOut.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date