

Job Description

Coach and office admin assistant

Start date: Aug 28th 2023

This position is a full-time position consisting of 25-30 hrs a week

Or it can be two part time positions at 20 hours coaching or 15-20 hours office administration.

The candidate would report directly to the owner and provide administrative assistant in various areas as well as providing support to the developmental girl's team and the recreational athletes in the form of gymnastics instruction.

Developmental team - Ages 6 years to 8 years.

Recreational classes – Ages 18 months to 14 years

Office hours would be 12 noon – 4:00pm Mon – Friday and 9am – 12 noon every other Saturday.

Previous gymnastics experience is preferred, however; training will be provided for the right candidate. Additional training is an option for anyone who wishes to further their capabilities.

Office duties will require use of Microsoft office, (Excel, Publisher and Word).

Must have very good research skills,

An above average understanding of registration software,

An ability to be able to update the website information on a template-based website (WIX),

Willingness to go the extra mile,

Help out others unprompted,

Maintain and manage the over all cleanliness of the gym and general maintenance,

Provide registration and transaction support to parents,

Must have excellent customer service skills,

Must be mature, responsible, have great problem solving skills and be good at conflict resolution,

Other duties as provided by the owner.

Wages are negotiable

References and a resume are required

Contact Ms. Brenda Carmichael at info@gymnationclub.com if interested in this position