



JOB POSTING—OFFICE

Description

As a team member with Starz Gymnastics and Trampoline Fun Center, you will have the opportunity to work in Amarillo's most exciting gymnastics/recreational trampoline facility. You will primarily be responsible for administrative and clerical duties such as checking customers in for classes/public jumping times (Fun Jumps)/parties/clinics/camps, accurately and efficiently handling money, providing excellent customer service, and verifying waivers, among other duties. Additionally, you may be required to supervise Fun Jumps and parties.

Job Responsibilities

- Meet company standards by providing excellent customer service during business hours
- Provide promptness and accuracy while checking in customers
- Demonstrate exceptional mathematical skills by accurately and efficiently handling large sums of money
- Display great time management skills by efficiently managing check in for both Fun Jumps and parties at the same time
- Exhibit great attention to detail by identifying and requesting customers to remove all jewelry, belts, keys, etc. prior to jumping or going into classes, clinics, camps, etc.
- Demonstrate excellent understanding of technology, efficiently utilizing computer software such as Google Docs and Microsoft Office Suite products to check in customers
- Exhibit a keen desire/ability to be very accurate in recording customer information, amounts paid, calculations, etc.
- Exhibit flexibility in acting as a Fun Jump/Party supervisor and/or office assistant, depending on the given circumstances
- Supervise Fun Jump customers, ensuring they follow all safety rules
- Assist with parties in supervising jumpers and cleaning party areas
- Display excitement and energy when interacting with both kids and adults
- Display ability to interact well with children of all ages
- Exhibit the ability to work well with other staff members
- Demonstrate the ability to enforce safety protocols and Starz policies for all activities
- Exhibit readiness and responsibility in keeping the gym to a high standard of cleanliness and organization

Desired Candidate Qualities

- Must be able to work WEEKENDS (Fri & Sat), 8-15 hours, with opportunity to work up to 24 hours per week by adding Sunday (1-2 Sundays a month) and one other day during the week. These vary per week depending on fun jumps and how many parties book week to week. We aim to let the office off one weekend per month as long as that weekend is covered.
- Must be DEPENDABLE
- Must be available to work on competition weekends and others weekends that are necessary for the business to run smoothly.
- Must be willing to work occasional events such as Maverick Fun Jumps, field trips, clinics & among others
- Must be proficient in or willing to learn programs such as Microsoft Office Suite, Google Docs, and Canva
- Must be willing to learn how to navigate/operate the Starz website in order to direct customers to the information they need
- Must be able to learn gym software quickly and efficiently
- Must have high school diploma or GED
- Preferably have office or related experience
- Preferably knowledgeable in helping to create social media content & posting on face book & instagram

Work Schedule

Must be able to work the SCHEDULE below:

If you cannot work these hours and be flexible, we will not consider your application:

WEEKEND schedule depends on fun jumps & parties booked: There are examples of the different possible hours. There are times, you will need to work 8-12 hr shifts just like a nurse!

- **FRIDAYS** (perhaps earlier or later)
 - 5:30-8:30 / 5:30-10:30
- **SATURDAYS** (perhaps earlier or later)
 - 11:30-5:00 / 11:30-7:00 / 11:30 am - 9:30 pm
 - 11:00-5:00 / 11:00-7:00 / 11 am - 9:30 pm
- **SUNDAYS** (0-2 times per month) These hours are assuming if we only offer AFTER Hour Parties. In 2023, we were only open 5-6 Sundays.
 - 1:30-4:30 / 1:30-7:00 / 4:00-7:00
- **OTHER DAY/DAYS DURING THE WEEK MAYBE NEEDED**
 - **if needed to work for a party, field trip, fun jump, etc and/or prep for these events
 - 2-3 hrs

Please note: Pay will be based on experience and certifications. You may receive raises by completing certifications.

How to Apply

To apply for this position, please go to www.starzgy.com/employment and click on the link that says, "Office Job Application"

We will contact those applicants that we feel will be the best fit. In the meantime, feel free to visit our website www.starzgy.com for more information on our gym or call us at (806)353-7431