



# JOB POSTING—OFFICE ASSISTANT

## 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), accurately and efficiently handling money, providing excellent customer service, verifying waivers, and other duties. A candidate with strong knowledge and navigation of social media is preferred. Additionally, you will be required to supervise Fun Jumps and parties.

## Job Responsibilities

- Meet company standards by providing excellent customer service during Fun Jump and class times
- Provide promptness and accuracy while checking in customers for Fun Jumps and classes
- Demonstrate exceptional mathematical skills by accurately and efficiently handling large sums of money during Fun Jumps
- 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
- Demonstrate excellent understanding of technology, efficiently utilizing computer software such as Google Docs and Microsoft Office Suite products to check in customers
- Display fast learning abilities and a thorough knowledge of technology/social media in quickly learning our gym management software and helping to manage our social media pages (Facebook and Instagram)
- 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 athletes/Fun Jumpers
- 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

# Candidate Requirements

- Must be willing to work a flexible schedule with varying hours on varying days from week-to-week
- Must be available to work primarily nights and weekends when asked to work
- Must be available to work more hours when the owners are out of town
- Must be proficient in programs such as Microsoft Office Suite and Google Docs
- Must be able to learn gym software quickly and efficiently
- Must have high school diploma or GED
- Preferably have office management experience
- Preferably knowledgeable in operating social media platforms (Facebook and Instagram)
- Must be able to work the following hours:

**NOTE: These hours are NOT consistent from week-to-week—we simply need to know if you are available for these times in the event you are scheduled them. Also, this is NOT full-time position. Applicants can expect to get 14-23 hours per month with the potential for more:**

Weekdays (1–2 of the following shifts every other week):

- Mondays: 4–8:45
- Tuesdays: 5–7:45/8:45
- Wednesdays 4–6:45
- Thursdays 4:30–8:45

Weekends (Both [or all 3 if open on Sunday] shifts every other week):

- Fridays: 5:30–9:45/10
- Saturdays: 10:30–5:15/5:30
- Sundays: Varies

- Must have a passion and commitment to health and fitness
- Must be able to lift and transport items up to 50 pounds
- Must have high school diploma or GED
- Must be available to work additional events such as Maverick Fun Jumps, field trips, private parties, among others

**Please note:** Pay will be based on experience.

## How to Apply

To apply for this position, please go to [www.starzgy.com/employment](http://www.starzgy.com/employment) and click on the link that says, "Office Assistant 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](http://www.starzgy.com) for more information on our gym.