



JOB POSTING—OFFICE MANAGER

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. You will be expected to manage office assistants as well. 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 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
- 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 manager, 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
- Demonstrate the ability to manage others
- Exhibit readiness and responsibility in keeping the gym to a high standard of cleanliness and organization

Candidate Requirements

- Must be able to work part-time, 20–30 hours per week, with **willingness** to work full-time (35–40) hours as business fluctuates
- Must be available to work primarily nights and weekends and some mornings and afternoons (Some weekends are not flexible during competition season and other required work days)
- Must be available to work more hours when the owners are out of town
- Must be proficient in programs such as Microsoft Office Suite, Google Docs, and Canva
- Must have good communication skills in being able to write emails and letters, answer phone calls, take phone messages, and call customers back in a timely and pleasant manner
- 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 management experience
- Preferably knowledgeable in operating social media platforms (Facebook and Instagram)
- Must be able to work the following hours year-round

NOTE: These hours are subject to fluctuations (fewer hours OR more hours) due to outlying circumstances (e.g., COVID-19, enrollment) and camp/clinic scheduling (earlier or later times). If you cannot work these hours and be flexible, we will not consider your application:

- TENTATIVE CLASS schedule for most (if not ALL) of these days:
 - Mondays: 3:00–8:45
 - Tuesdays: 4:30–8:45
 - Wednesdays: 4:00–8:45
 - Thursdays: 4:30–8:45

NOTE: Some mornings and early afternoons may be required for different events, when scheduled (e.g., during the SUMMER, there may be events between 9–3:30, some days between Tuesday and Friday)

- TENTATIVE WEEKEND schedule for at least 2–3 weekends (but potential for all 4 weekends) per month for these days:
 - Fridays: 6:00–9:45 (perhaps early afternoons as well)
 - Saturdays: 9:00/11:00–5:15 or later (perhaps earlier or later, depending on party bookings)
- NOTE: As parties book week-to-week, you will be required to come in earlier and/or stay later (e.g., on Friday or Saturday, there could be late night parties/events that book up to or sometimes after midnight).
- TENTATIVE SUNDAY schedule 0–2 times per month for this day (once party bookings begin returning to normal):
 - Sundays: TBA

Candidate Requirements (continued)

- 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
- Must be able to manage others

Please note: Pay will be based on experience and certifications.

How to Apply

To apply for this position, please go to www.starzgym.com/employment and click on the link that says, "Office Manager 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.starzgym.com for more information on our gym.