

Corpus Christi Athletic Club Gymnastics Manager Job Description

Purpose:

Certified USA Gymnastics professional member qualified to effectively manage the Gymnastics Department & staff.

Required Hours:

Must be available to work weekends and evenings.

Qualifications:

- Management experience
- Strong Gymnastics/Tumbling coaching & spotting experience
- Able to communicate effectively
- Able to multi-task
- Responsible, dedicated, and organized
- Must have patience and a desire to educate and work with children
- Must be CPR/First Aid Certified

Duties and Responsibilities:

The following is an outline of the primary job duties set for the Gymnastics Manager. The list is not intended to be inclusive, but only a representation of the primary tasks required for the successful performance of this position. .

General Responsibilities:

- Always abide to the CCAC Mission Statement
- Maintain a positive work environment
- Handle all aspects of business including curriculum implementation, staff and program development
- Provide a fun, safe, and positive learning environment
- Motivate the children to build and reach their fullest potential
- Encourage the athletic program the children are participating in and the overall goal of the entire health club
- Create a positive relationship between members, parents, children and coaches
- Be able to pride our customers with care and coexist in a positive team atmosphere with instructors & co-workers
- Other tasks & responsibilities as assigned

Daily/ Weekly:

- Work cooperatively with the Assistant General Manager in managing the Gymnastics Department
- Meet weekly with the Assistant General Manager-constant communication
- Responsible for flyers, rosters, billing, staff schedules and staff development
- Present and on the floor during all gymnastics classes-working with your personnel and the students

- Lesson plans, themes & new curriculum
- Assist with the cleanliness and organization of the Gymnastics Department and equipment
- Responsible for all coaches: class schedules and check employee time logs weekly and turn into payroll by 5:00 pm every Monday
- Keep your communication book updated and initialed by every employee indicating that they have read and understood it.
- Responsible for marketing the gymnastics department-increasing enrollment & improving retention
- Keep gymnastics web page up to date.
- Assist with new clients coming in for a program trial and registration of new gymnasts.
- Responsible for all emergency situations within the Gymnastics Department
- Report to parents of any success or concerns with their child after class to build rapport and a relationship with that family
- Fill out incident/accident reports, employee workman reports properly and turn into assistant general manager.
- Communicate with the coaches and notify of any problems, issues, or complaints
- All other duties assigned by the Assistant General Manager and/or General Manager

Monthly:

- Attend Management Meetings
- Monthly calendars with upcoming events and themes
- Keep track of all coaches: certifications, monthly schedules, new hires, training of new hires, payroll, and CPR & First Aid certifications- make sure they are always current
- Make sure you and all your employees sign up and attend the monthly CCAC meetings.
- Responsible for meetings with coaches as a team once a month (last Thursday of the month at 4:30 pm & meeting with the coaches individually to discuss personal goals, strengths & weaknesses.
- Keep up with upcoming events within the club and participate in Fun Days!
- Responsible for Gymnastics Department sales goal setting (team & monthly) and incentives when sales goals are met (incentives are approved in advance by management)
- Responsible for the set up of workshops/certifications and at health fairs.
- Responsible for the Gymnastics Department budget, sales report, monthly reports and summaries, series sales, and member management.
- All other duties assigned by Assistant General Manager and/or General Manager

Supervises: Gymnastics Staff

Reports To: Assistant General Manager