



**Job Position:** Office Coordinator

**Job Purpose:** Provide office services relating to gymnastics programs, working with Club Director in administrative duties and recreational program.

**Job Description:**

- Basic office duties to include, but not limited to, answering phones and voicemail, greeting parents and gymnasts as they enter the gym, answer questions from class families or team families, sort mail. Assist Club Director as needed.
- Create equipment list and maintenance log and update with documented equipment repairs. Update as new equipment comes to the gym.
- Provide support as directed by Club Director in needs that do not require Board approval or confidentiality and assist with various projects.
- Assist Club Director in organizing class recreational program including the printing and coordinating flyer distribution to area schools.
- Establish and maintain participation database for recreational and competitive programs to include scholarship applications and recipients, medical card updating, and class annual Booster Club fees.
- Provide support in community relations and assist as needed.
- Develop and maintain office hours that are specific to when class programs are in session.
- Maintain workflow for team parent tuition participates and monitor hours, provide monthly reports to Club Treasurer and Board of Directors.

**Hours:** 20 hours per week maximum. Hours based on class session times—primarily evenings and Saturdays, with occasional day hours.

**Skills/Qualifications:** Excellent verbal and written communication skills, working knowledge of computer software programs (Word, Outlook, Excel), good problem solving abilities and organizational skills.

**Requirements:** HS Diploma or GED equivalent mandatory, with a minimum of two years post-secondary education desired. Must have either a gymnastics background or a current knowledge of gymnastic programs.

Richfield Gymnastics Club offers equal employment opportunities and does not discriminate based on sexual orientation, gender, religious beliefs, or age