Riverview Gymnastics

**Title:** Office Assistant (Gymnastics Facility)

**Location:** Wayne, NJ

**Job Type:** Part-Time

**Compensation Type:** Paid - hourly

**Start Date:** ASAP

**Job Description:** We are seeking a driven, experienced individual to fill our part-time Office Assistant position. As Office Assistant, you will oversee a vast range of programs, including recreational gymnastics classes, competitive programs, camps, birthday parties, and open gym sessions. You will be responsible for creating and maintaining positive relations with potential and current customers in order to increase enrollment and promote growth within the business. *Friday evenings and Saturday mornings to start!*

**Primary Responsibilities:** 1) Scheduling for classes, birthday parties, summer camp, and employee work schedules; 2) Interaction with not only the staff members, but also the customers (parents) and students (children); 3) Frequent communication via phone and email to help bring customers to our location; 4) Responsible for opening and closing the gym that also includes vacuuming, cleaning the bathrooms, and taking out the trash

**Qualifications:** 1) Knowledge of the sport of gymnastics is a plus; 2) Previous experience and success with structuring and supervising a recreational program; 3) Computer Skills: Microsoft Office; 4) Exceptional communication and problem solving skills with the ability to objectively make decisions that best serve the organization as a whole; 5) Customer service experience; 6) Applicants should be energetic and team players with the ability to implement new ideas and inspire staff.

**Application Instructions:** Email your resume to RiverviewGymnastics@gmail.com with the subject line “Office Assistant”. You can also give us a call at 973-646-8181. Refer to the MSU job ad.

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**Disclaimer Information**

**About the organization:** At Riverview Gymnastics, we guarantee a fun, cooperative, and friendly environment where we specialize in recreational gymnastics for boys and girls, men and women of all ages. You can join us for special events including our open gym and parents’ night out as well as celebrating your birthday or your special event at our facility. Through our expertise and successful experiences with every student, we ensure our coaches will enhance the development of physical condition, overall strength, and coordination along with instilling higher self-confidence, a positive self-image, and cooperative learning skills. Our students will learn body awareness, problem solving, and fitness skills that encourage a positive attitude towards active participation, health, and physical fitness. We build strong bodies and shape the minds of many!