



WISC Gymnastics Academy Manager

Applicant must:

- Be professional, organized, and resourceful
- Be flexible, reliable, and adaptable
- Have, and be able to maintain, a positive, upbeat attitude
- Be comfortable with communicating and have excellent communication skills both verbal and written
- Have experience working with children of all ages (2-18)
- Gymnastics knowledge is a plus
- Management experience is a plus

Job responsibilities include, but are not limited to:

- Managing WISC Gymnastics Academy gym space
 - o Keep up with cleaning schedule
 - o Keep mats, props, supplies, etc. organized
 - o Check mats and equipment for safety
- Managing WISC Gymnastics Academy coaching staff
 - o Keep up with sub requests and schedule
 - o Keep coaches on task as needed
 - o Participate in facilitating training of new coaching staff
- Providing communication and customer service to WISC Gymnastic Academy parents and families
- Creating and updating WISC Gymnastics Academy class term rosters
- Implementation of lesson plans
- Coaching of gymnastics classes as needed
- Helping to plan and participating in WISC Gymnastics Academy coaching staff training and meetings
- Participating in weekly departmental meetings
- Staffing birthday parties

Hours and Schedule:

- Monday 11:00 am – 7:00 pm
- Tuesday 11:00 am – 7:00 pm
- Wednesday 11:00 am – 7:00 pm
- Thursday 11:00 am – 7:00 pm
- Friday 2:00 pm – 7:00 pm
- Saturday – as needed
- Sunday – as needed

Total Scheduled hours per week = **37**