



CRUCES GYMNASTICS ACADEMY, INC.

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Position Available: Administrative Manager – Part Time

Cruces Gymnastics Academy is a nonprofit gym, dedicated to supporting young athletes as they pursue their gymnastics goals. We offer a wide range of gymnastics classes, with a recreational gymnastics program for kids as young as 18 months as well as USAG Competitive teams for both boys and girls.

We are seeking a self-motivated and energetic Administrative Manager to oversee all administrative activities in our gym. The ideal candidate will be flexible and resilient, with a minimum of two years' related management experience, including an outstanding customer service focus and personnel management skills.

Job Responsibilities:

- Manage and coordinate all office functions, including building member family relationships, maintaining gymnast and coaches' records, ensuring correct billing and payment procedures and overseeing front office staff.
- Provide excellent customer service and support to CGA clients (gymnasts and families)
- Work collaboratively with CGA's coaching team to produce and deliver outstanding gymnastics training.
- Maintain coaches and staff to fulfill needs of the gym.
- Serve as the primary point of contact for all gym employees.
- Maintain and update CGA website, including program content and database of accounts.
- Coordinate staff and volunteers assigned to organize major fundraisers and special events.
- Assist CGA Board of Directors with development of policies and procedures.
- Work schedule consists of primarily weekday evening hours, with occasional weekend work to support special events.
- Reports to the Board of Directors.

Qualifications:

- Outgoing and engaging personality is a must!
- Two years related management experience.
- Must be dedicated, self-motivated and hard-working.
- Outstanding customer service skills required.
- Excellent communication skills required, both verbal and written.
- Computer-literate and able to work on both Google and Microsoft office platforms
- Must be able to pass a USAG background check.

Compensation

- Hourly, commensurate with experience.

Interested applicants should send resume and cover letter to:

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