



Job Posting: Front Desk Receptionist

Cruces Gymnastics Academy is seeking an energetic, self-motivated, and overall friendly individual to fulfill the position of front desk receptionist. This person will manage the lobby area and provide positive first and ongoing impressions to existing and potential CGA members and their families. We are looking for a self-starter who is eager to thrive in a fun but sometimes challenging environment and who is passionate about providing the very best quality service.

Requirements:

- Self-motivated and high energy level.
- Ability to relate and communicate with children, parents, and co-workers.
- Flexible outlook and “can do” attitude.
- Good organization and time management skills.
- Able to pass state and federal background checks.
- Afternoon/evening availability Mon-Fri and morning/afternoon availability on Saturday mornings.

Front Desk Duties include:

- Greet and welcome guests when they come in the door.
- Assist guests if they have any questions and ensure students get to their correct classes.
- Assist with new member registrations and completion of necessary student paperwork.
- Answer incoming phone calls and assist the calls as needed. (Answering questions, setting up trial classes, giving website directions and taking notes if needing a call back.)
- Ensure the lobby, desk area, and bathrooms are clean and tidy. This includes tasks such as sweeping, wiping surfaces, refilling soap and towel dispensers, and organizing paperwork/other desk items.
- Selling pro-shop items and concessions.

Commitment:

This position requires 12-15 hours per week on weekday afternoon/evenings and Saturday mornings

Hours may increase depending on extra planned events hosted by CGA.

Compensation/Benefits:

This job is paid at an hourly rate which is based on the qualifications of the applicant.

Benefits include:

- Use of facility for private lessons and for personal workout.
- An employee discount on tuition if your own child is enrolled in classes at CGA.
- The opportunity to work with an amazing team of coaches who strive to build a positive atmosphere for their students to learn gymnastics.

Submit resume to: CGAhiringmanager@gmail.com