



scvhugosgym@gmail.com

661-388-4157

Assistant Coach Position

The Assistant Coach's main job is to assist/support the main coach. Assistant will welcome trial students, show them to the back of the gym, and be the main source of communication between the front desk, family, and coach. Assistant coaches will also assist in checking attendance, setting up class circuits, teaching and spotting students, and cleaning up/maintaining the gym equipment.

General:

- Instruct those of various different ages
- Enable to assume the great responsibility to teach and promote the Sports, always in a positive attitude.
- Enable the club to provide the highest level of customer service
- Promote and sell special events to parents
- Keep a professional relationship with students, coaches and parents
- Be able to keep the confidentiality of our customers
- Promote Hugo's GymFitness Philosophy/Mission/Goal
- Maintain the highest level of safety
- Maintain the Teamwork environment
- Promote and maintain the " Role Model " figure even outside the gym
- Following guidelines and procedures presented in Employee Manual

Communication:

- Communicate with instructors and front desk staff in a professional manner
- Mandatory to attend and translate for individual counseling sessions and/or employee meetings as needed.
- Be a team player and display resourcefulness to find win-win solutions for our clients and staff members.
- Support every member of your team in front of a customer.

Physical Requirements:

- Must be able to work in a fast paced environment.
- Must be able to kneel, bend, reach, climb and stand for long durations of time.
- Must be able to lift/carry a minimum of 30lbs.
- Be able to work on the gymnastics floor and be able to maneuver in and out of the foam pit
- Need to attend periodic coaches training
- Required to mostly stand on their feet
- Must be able to handle and perform with cleaning supplies.



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Head Coach Position

The Head Coach's main job is to manage their own classes. Head Coaches will track students skills, prepare them for the next level, and are expected to maintain exceptional customer service skills. Head coaches will also make sure attendance is recorded, setting up class circuits, safely spotting students, and cleaning up/maintaining the gym equipment.

General:

- Instruct those of various different ages
- Enable to assume the great responsibility to teach and promote the Sports, always in a positive attitude.
- Enable the club to provide the highest level of customer service
- Promote and sell special events to parents
- Keep a professional relationship with students, coaches and parents
- Be able to keep the confidentiality of our customers
- Promote Hugo's GymFitness Philosophy/Mission/Goal
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Communication:

- Communicate with other instructors and front desk staff in a professional manner
- Mandatory to attend and translate for individual counseling sessions and/or employee meetings as needed.
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Office Administrator Position

The office administrator is responsible for working with excel sheets, our online portal system, tracking and taking payments, maintaining a clean facility, and making sure to give each customer a great experience at Hugo's Gymfitness.

Office Administrators will also be expected to answer emails, take phone calls, and provide exceptional customer service skills. Office Administrators are the main line of communication between all staff, parents, students, ect.

General:

- Needs to know the basics of warming up/teaching all class programs
- Enable the club to provide the highest level of customer service
- Promote and sell special events to parents
- Keep a professional relationship with students, coaches and parents, & able to keep the confidentiality of our customers
- Promote Hugo's GymFitness Philosophy/Mission/Goal
- Maintain the Teamwork environment
- Promote and maintain the " Role Model " figure even outside the gym
- Following guidelines and procedures presented in Employee Manual
- Must have the ability to prioritize and multi-task within a fast-paced environment.
- Must be willing to initiate tasks and perform duties without direction.
- Must have excellent communication skills and be able to work with a wide range of ages and personalities.
- Must be able to public speak over microphone
- Must have outstanding communication with the parents.
- Must have a positive, can-do attitude.

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Office Assistant Administrator Position

The office assistant administrator is responsible for assisting the front office with working with excel sheets, needs to have a basic understanding of our online portal system, ability to schedule trial classes and makeups, help contribute to maintaining a clean facility, and making sure to give each customer a great experience at Hugo's Gymfitness.

Assistant Office Administrators will also be expected to answer emails, take phone calls, and provide exceptional customer service skills.

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Weekend Staff Position

The weekend staff job is to assist/support the lead staff on weekend birthday parties, open gym, and events. Staff is expected to help run birthdays, including reviewing party details, setting up party obstacles and add-on's, greeting party guests and checking them in, as well as helping the party parents bring in any extra decorations/food/drinks. For Open Gym, staff is expected to check in guests, take payments, and observe all participants on the main floor.

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Summer Camp Staff Position

The Summer Camp Staff Position is a great part-time opportunity for workers who want a flexible summer job! Summer camp hours are typically anywhere from 4-6/hours a day. Most workers are scheduled 3 days/week, if you need more hours, we can put you on the weekend staff for birthday parties and open gyms. Summer Camp staff is expected to handle 10-12 kids the entire shift. You will be teaching skills from our curriculum (training is provided), staff needs to greet students, show them where to put their items, manage the group, and have FUN!

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