



Position: Weekend Office Hours (ages 21+)

Type: Part-Time

Location: Countryside and/or Hickory Hills

At Flying High Sports & Rec our business is fun. We're a positive, upbeat, family friendly & youth centered environment. For 25 years we've been providing quality recreational and competitive programming for thousands of Chicago-area youth. We're proud to offer a diverse line-up of gymnastics, cheerleading, dance, and martial arts programming! Flying High is also a destination for birthday parties, open gyms, and special events perfect for children of all ages.

Flying High is searching for a **Lead Staff** member to supervise and monitor Open Gyms, Pizza Fun Nights, and Birthday parties over the weekends. We are looking for a friendly, detail-oriented, and highly motivated employee who can balance multiple tasks and help systemize our current program. *Applicant must have reliable transportation to work at both locations when needed. Able to have flexible hours, and work weekends with availability Friday Night, Saturdays and Sundays!*

Candidate Characteristics:

- Ages 21+
- A team player
- Strong communication skills (phone calls/emails/employee mailbox) with Program Director, other management, and co-workers
- Comfortable speaking with parents and answering client questions
- An independent worker. The Program Director will not be present for most events. The Lead Staff Member is in charge during the events.
- Able to supervise employees
- Able to appropriately discipline children
- Able to report successes and opportunities for team growth in a professional manner to Program Director
- Able to manage money and other forms of payment

Major Job Responsibilities:

- Managing young adults- High School and older staff
- Managing children during events-attentive to their needs, enthusiastic, compassion, fun, safety
- Managing large sums of money (cash, credit card, check)

- Following protocol in several departments within the gym
- Front desk tasks such as greeting guests, guest complaints, customer service, knowledge of the gym, opening and closing, cleanliness, etc
- Enforcing rules and regulations upon children and staff
- Completing detailed paperwork

Further qualifications include:

- Ages 21+
- Able to work Friday nights and weekend hours
- High School Diploma
- All employees must pass a criminal background check before hire. Safety is our #1 priority!

If you meet these qualifications and are an interested applicant, please visit www.flyinghighgym.com to print out the employment application. You may submit your application in person, or via email. Please email your resume and application to Kathie.M@flyinghighgym.com. We look forward to hearing from you!