



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](http://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](mailto:Kathie.M@flyinghighgym.com). We look forward to hearing from you!