



Department: St. Mary's County Recreation and Parks
Division: Gymnastics
Position: Office Manager (Front Desk)
Rate: \$18.12 p/hr.
Job Location: St. Mary's Gymnastics Academy, Lexington Park, MD
Hours: Part time, varies Monday-Saturday

Supervision:

Supervisor: Program Coordinator

General statement of duties:

This position will primarily serve as a front line/desk office manager and aide to the coordinator, team head coach, and facility & recreation supervisor.

Essential Responsibilities:

- To help maintain the safety of gymnasts while they are using the gymnastics facilities.
- To deliver and maintain professional customer service skills at all times.
- Answer phones, emails, and assist customers with gymnastics registrations.
- Assists with the day to day front desk operation processes.
- To support recreation classes and competitive team practices.
- To assist coaching staff with assorted duties.
- Help staff maintain cleanliness of the gymnastics office and recreational and team side areas while on shift.
- Upholds policies, procedures, standards, and code of conduct.
- Participates in staff meetings, trainings, and special events as scheduled.

Job Specifications:

Minimum Qualifications:

Must be 18 years of age and must be in good health.

Required Skills/Abilities

- Must be proficient in computer operations and programs i.e. Word, Excel and must be a quick learner for new applications.
- Should have some skills in troubleshooting computer glitches and customer issues / complaints.
- Must have excellent customer service skills.
- Must remain in good physical health.
- Ability to be flexible in schedule and personal objectives.
- The ability to relate to fellow employees and patrons in a positive way.

Additional Requirements

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a CPS check.

Physical Requirements

While performing the duties of the Office Aide the employee is required to remain in good physical condition in order to sufficiently perform the duties of the position. Some physical manual labor will be involved, i.e. cleaning, light to moderate lifting.

Benefits to working for Recreation and Parks:

- Health and sick leave benefits may be provided for employees working the required total hours.
- The opportunity to enhance the recreation needs and enjoyment of the community while maintaining safety measures for all involved.
- Provides an opportunity to be part of a team for the greater good of others, by helping promote community fitness through gymnastics.

Contact: Chris Lengle, Program Coordinator at 301-475-4200 Ext 1752 or chris.lengle@stmaryscountymd.gov

Salary: \$18.12/hour

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf and email to chris.lengle@stmaryscountymd.gov or turn in to St. Mary's Gymnastics Academy or St. Mary's County Recreation & Parks Main Office.