



Centre Manager – Capital Gymnastics Wellington

Capital Gymnastics is looking for qualified applicants to apply for the position of Centre Manager. Capital Gymnastics is an affiliated member club of the sport's governing body, Gymnastics New Zealand and offers both competitive and recreational gymnastics coaching.

We are excited to offer this opportunity to lead our team, to continue to grow gymnastics within our region and attract new members into the sport of gymnastics.

What we are offering is

- Management of our coaching team
- Reporting to our Club Committee
- A flexible schedule of a minimum of 30 hours per week.
- A dynamic and supportive work environment
- Customer service and management duties

The successful candidate must have the following attributes.

- Minimum two years of leadership experience
- Superior communication skills (both verbal and written)
- Experience with accounts payable/receivable in a small/medium sized organisation
- HR knowledge around individual employment agreements and compliance
- A strong focus on child safeguarding
- Experience maintaining a positive culture with the ability to build consensus and strong relationships among staff members and our membership base.
- Planning, organisational and problem-solving skills and the ability to work under pressure.
- A high level of computer literacy and MS Office product knowledge
- Competent in the use of social media for promotional purposes
- Drive, passion, and enthusiasm to grow the club
- Competent in using the Microsoft Office suite and Xero accounting software.
- Familiar with the use of Friendly Manager (desired)

To obtain a copy of the full job description or discuss the role, please contact the Committee at committee@capitalgymnsports.org.nz.

Applications should be made to the same email address with a cover letter, a copy of your CV and contact details of two referees.

Applications will close at 5 pm, **6 October 2023**. We may begin shortlisting as we receive applications and reserve the right to withdraw the advertisement at any time.