



## 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 from preschool through to senior international level.

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 gymnastics facilities and coaching team
- The opportunity to lead through a period of growth
- Direct reporting to our Club Committee
- A flexible schedule of 35 hrs. per week
- A dynamic and supportive work environment
- Customer service and management duties.

### **The successful candidate must have the following attributes:**

- Minimum two years leadership experience
- Excellent communication skills, (both verbal and written)
- Experience of 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, organizational and problem-solving skills and the ability to work under pressure
- A high level of computer literacy and MS office product knowledge
- Competence in the use of social media for promotional purposes
- Drive, passion, and enthusiasm to grow the club
- Competence in using the Microsoft Office suite and Xero accounting software
- Familiarity with the use of Friendly Manager (desired)
- Familiarity with Community Grant applications (desired).

If you are interested in hearing more, we welcome you to register your interest with our recruitment partner, E3 Recruit: [Capital Gymnastics Manager](#) and we will be in touch soon after.

Alternatively, contact Cassandra directly at 027 557 6511 or [cassandra@e3recruit.co.nz](mailto:cassandra@e3recruit.co.nz)

**Applications will close at 5pm on Friday 26th July, 2024.** We may begin shortlisting as we receive applications and reserve the right to withdraw the advertisement anytime.