



Assistant Manager Position Available

Movement Climbing + Fitness, located in the heart of Boulder, CO is interested in hiring a highly motivated and dedicated individual as the Assistant Manager for the facility.

This individual will be part of a passionate team of community-oriented fitness enthusiasts that work in an environmentally-conscious, state-of-the-art facility. All members of the staff are experts in their respective fields, work well with a team and are committed to making Movement Climbing + Fitness the leader in its industry.

Brief Description of Assistant Manager Position

The Assistant Manager at Movement Climbing + Fitness, will be charged with a variety of tasks throughout the facility. The primary responsibility will be to manage all aspects of the front desk including but not limited to scheduling, staffing, tracking staff, orders, and budgets. Additionally, the Assistant Manager works very closely with the General Manager and Operations Manager in the daily operations of the facility.

General Responsibilities and Duties

The Assistant Manager is one of four people that serve as the Management Team for Movement Climbing + Fitness. This person is integral in the daily operation of the facility and will be responsible for general questions as it relates to all parts of the facility: climbing, yoga, spin and weight training.

The main responsibility areas of the Assistant Manager are:

- Managing the front desk
- Membership
- Communication between Movement and the membership base
- Monitoring and creating collateral and disseminated information for members and potential members
- Helping to manage the overall schedule and programming at the facility
- Exhibiting exceptional customer service skills at all times
- Creating progress updates on a Quarterly basis to the General Manager
- Creating and submitting budgets on a Quarterly basis for the front desk to General Manager

Specific Time Commitments

The position of Assistant Manager is salaried and the person filling this role is expected to work a full week, which is constituted to be roughly 40 hours per week. The time worked is comprised of planning and administrative time, front desk shifts, facility coordination and other daily operational tasks.

Compensation Package

While there is a stated base salary range for this position, the specific compensation package will be commensurate with the experience of the hired individual.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty promptly and competently. Ideally, a candidate would be proficient in Word, Excel, database management, reporting, and also have basic accounting knowledge. Proficiency in Publisher, Illustrator, Photoshop and Dreamweaver or Wordpress is a plus. Candidate must have management experience, including working with staff and members/customers. Past experience in a climbing and/or fitness facility is a plus.

Attributes of a successful candidate will include excellent customer service capabilities, being a highly organized individual, superior leadership skills, uncompromised integrity and strong ethics, articulate and effective communication skills on all levels, a team-oriented management style, dependability, responsibility, and accountability. The candidate should also reside in or near Boulder, CO.