

Island Dance and Gymnastics

Administrative Position

Island Dance and Gymnastics is a long-standing member of the Island community, having been a locally-owned school serving 200+ families for 30+ years. We are a dance education facility, that strives to promote a positive learning environment with an emphasis on individual creativity, social and emotional growth.

We are seeking a collaborative and self-driven person to consistently deliver excellent customer service, provide exceptional administrative support to management and attend to our school's needs inside and out of the classroom.

This position requires a minimum one-year commitment and specific availability. Right now we are looking for an individual who can be on call for sub work 2:30pm-8:00 PM on Mondays-Thursdays and 9:30 AM-2:00 PM on Saturdays.

Responsibilities & Duties

Communication

- Strong phone and in-person communication skills to help ensure students find ideal class(es) in our school
- Proven written and oral communication skills - cover letter required with job application
- Willingness to build and maintain positive relations with current & new customers -
- Ability to compose articulate and professional customer-centered email communication
- Command of front desk responsibilities and ability to multitask and prioritize quickly

Studio Operations

- Provide high-quality customer service
- Support ongoing projects in our studio database such as inputting class information and creating/uploading dancer recommendations
- Maintain a clean studio environment by performing daily/weekly cleaning tasks
- Conduct day-to-day activities within office environment - answering phone calls, responding to emails, data entry and a variety of front desk reception tasks

- Support teaching staff as classes run all day and evening six days a week

Required Qualifications

- Minimum 3 years of customer service experience
- Positive, collaborative and customer-oriented
- Punctual, reliable and professional in appearance and demeanor
- Self-driven and demonstrated ability to perform duties without supervision
- Detail-oriented, with strong organizational and critical thinking skills
- Passion for dance and the creative arts
- Strong computer skills, particularly in Microsoft Word, Excel and Google Suites
- Must pass Washington State background check

To apply, please send a resume and cover letter to islanddance@whidbey.com. Thank you!