



Mills Gymnastics USA

"Building Happy Confident Kids Since 1994"

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Ninja Zone/Boys Recreational Director

OBJECTIVE: To grow our current programs by providing high quality classes using well trained enthusiastic staff while incorporating the Ninja Zone franchise materials/lesson plans.

GENERAL STATEMENT OF DUTIES: This position allows for up to 25 hours per week.

The Ninja Zone/Boys Recreational Department Leader is responsible for:

1. Learning all aspects of Ninja Zone franchise Material
2. Learning the 27 unifying principals as well as the Mills Mission
3. Hiring, firing, training, and staffing the department.
 - a. Initial and ongoing training, evaluation, and supervision of staff.
 - b. Covering staff vacation/sick time
 - c. Weekly timesheets
 - d. Incident reports
 - e. Track coach retention numbers and follow thru with training needs
4. Weekly lesson plan/floor change following Ninja Zone/Boys Rec Calendar
 - a. Monitor equipment for safety and appearance.
 - b. Communicate equipment needs with owner.
 - c. Maintain accurate accounting of attendance in all classes
5. Profitability of program
 - a. Scheduling of all classes.
 - b. Monitoring capacity ratios, retention, growth, and opening/closing classes.
6. Create systems for customer feedback and program development.
7. Coordination of program with other programs/departments as needed.
 - a. Themed Weeks, Testing, Olympic week, special persons week, etc.
8. Continual parent communication
 - a. Newsletters, emails, progress reports, coloring pages/handouts.
 - b. Communication of weekly lesson plan to families ahead of class
 - c. Follow up communication with families monthly
9. Planning and running ninja missions, ninja games, and ninja special activities
10. Attend meetings pertinent to position.
11. Work with Gym Rotation Coordinator for Ninja Zone and Boys Rec Class Rotations/Schedule

Mills Gymnastics offers paid vacation, retirement plan with company matching, health insurance, and competitive pay rates.