Front Desk/ General Supervisor Checklist:

Complete 'opening up checklist' if it hasn't been completed yet

Set up GFA Social Stories for that afternoons classes

Check iclass pro for any trials and notify coaches

Monday - Friday: Open front door at 4pm for gymnasts to start arriving

Saturday: Open front door at 8:15am for gymnasts to start arriving

Hover around front desk and greet/ check in gymnasts as they arrive

Guide late gymnasts to their classes warm up area

Answer questions that parents/ gymnasts might have. If unsure of the answer, note down customers information and question and pass onto admin team

Handle uniform inquiries/ sales – Fill out uniform sale slip

When stepping away from front desk, place sign out that indicated that front desk is closed

Monday – Thursday at 5:10pm

⇒ Go back to front desk and greet gymnasts for the 5:15pm GFA classes

⇒ At 5:13pm get gymnasts to line up ready for warm up

Saturday at 9:25am and 10:25am

⇒ Go back to front desk and greet gymnasts for the 9:30am and 10:30am GFA classes

⇒ At 9:27am and 10:27am get gymnasts to line up ready for warm up

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During Classes:

Move around the gym floor assisting gymnasts with their skill development and behaviour

Assist coaches with spotting gymnasts if the coach is busy with another gymnast/ activity

Provide First Aid if required

Perform gymnast assessments (On assessment fortnights)

Get any additional equipment for coaches if required

Step in and supervise class if the coach needs to step away from the class for any reason

During GFA class pack up time, ensure coaches have packed away equipment correctly

Provide any gymnast based feedback you might have to the relevant coaches (e.g. "It seemed that Jane was struggling with getting on the beam today, is this something you have noticed in other classes?" or "I think Jane is doing really well with her skills, do you think she might be ready to move to the next level?")

At end of shift:
- ⇒ Pack up front desk area
- ⇒ Do a quick tidy of kitchen area
- ⇒ Lock up office if open