

## Job Description

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**JOB TITLE:** Receptionist / Administrator

**JOB TYPE:** Part Time

**HOURS:** Friday 1:00 – close (5:30 – 7:00 pm) - Additional hours occasionally to cover staff vacations. As our business grows there will be opportunity to increase hours.

**LOCATION:** ASD Fitness Center, 307 Racebrook Road, Orange, CT 06477

**Our Mission** is to provide a safe, comfortable and structured environment for empowering individuals with autism and other special needs to improve their level of physical fitness.

### About This Role

We are seeking a person to play a dual role at our Fitness Center for people with special needs. The primary duties of this position are administrative work. The role will also include facilitating clients entering and exiting the fitness center and occasionally assisting with group classes when needed. The ideal team member is personable, dependable, and able to warmly connect with our clients and their families. On the job training is provided.

### Key Responsibilities:

- Greet every member that comes in and check them in using our digital billing system
- Notify trainers and class instructors of member arrival
- Schedule and reschedule appointments for members
- Respond to phone calls and emails
- Process member payments
- Reply to questions and concerns from members/caregivers
- Follow facility opening and closing procedures
- Write shift notes which include an update on the day's events
- Special projects as needed
- Contributing to a positive work environment among co-workers and members
- Light cleaning

### We're excited about you because you are/possess:

- Comfortable working and interacting with people with special needs
- High school diploma or equivalent
- Minimum of one to three years' experience working in an administrative role
- Ability to learn and use different software
- Must be detail oriented and accurate
- Ability to stay focused in a busy environment
- Strong interpersonal and customer service skills

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## Application Process

Please send your resume and cover letter to [info@autismhealthandfitness.com](mailto:info@autismhealthandfitness.com)

In your cover letter, we'd love to learn what specifically interests you about this opportunity.

Our application process includes an in person or over the phone interview.

We invite all of our qualified candidates to shadow on the job before progressing to the final steps of hire. It is important that our new team members know what it is like to work in our environment. It requires interaction with members and families and can be fast paced. Your teammates are supportive, great at their jobs, and wonderful people to be around.

## About Autism Health and Fitness Center

We offer one-on-one personal training with certified trainers, all of whom have backgrounds in special education allowing for a better connection to and understanding of each member. We utilize a variety of traditional and adaptive fitness equipment and integrate fun into each program to keep our members motivated. We also have a variety of small adaptive group classes. Autism Health & Fitness Center not only provides fitness instruction, we are a place where individuals and their families find comfort, connection and community.