ANNEXURE A

Job Description — Gymnastic Instructor / Office Administrator

1. PURPOSE OF THE ROLE

The Gymnastic Instructor is responsible for delivering exceptional, safe, and engaging classes in accordance with The Little Gym curriculum and teaching philosophy. The role focuses on helping children build confidence, physical skills, and a love of movement while creating a fun and supportive learning environment for both children and their families. The responsible person will assist with the front desk and assist parents with queries, bookings, and information.

2. BACKGROUND

The Little Gym is the place where children ages 4 months to 12 years learn and grow through movement-based learning and imaginative play. Our gyms are safe spaces for children and parents to explore gymnastics and more. Children build the confidence and skills needed at each stage of childhood. Parents enjoy a supportive and positive community. Everyone has serious fun!

EMPLOYMENT	CONTACT	FIND US ONLINE
Part-time, with possible full-time opportunities	Email a short summary and CV to paarl@thelittlegym.co.za	thelittlegym.com @thelittlegymsouthafrica @thelittlegym_westlake

3. IMPACT STATEMENT

> *The Gymnastic Instructor plays a vital role in shaping each child's experience at The Little Gym. Through energetic teaching, positive encouragement, and a commitment to safety, this role helps children develop physically, socially, and emotionally. By delivering outstanding classes and exceptional customer service, the Instructor contributes directly to member satisfaction, retention, and the overall success of the business.*

4. KEY RESPONSIBILITIES

- Deliver high-quality gymnastics and developmental movement classes in accordance with The Little Gym curriculum and lesson plans.
- Create a safe, fun, engaging, and positive learning environment for children of all ages and abilities.

- Build strong relationships with children and parents through professional communication and outstanding customer service.
- Learn, understand, and effectively implement all assigned lesson plans, programs, and teaching methodologies.
- Ensure all safety procedures, child-safeguarding standards, and operational guidelines are followed at all times.
- Assist with birthday parties, holiday camps, special events, and other programs as required.
- Support member retention and enrolment growth by delivering exceptional experiences and promoting The Little Gym programs.
- Accurately maintain attendance records and other required administrative information.
- Assist with gym setup, equipment preparation, and maintaining a clean and organised facility.
- Assist with client queries through WhatsApp, phone, and email.
- Ensure a smooth check-in process for parents.
- Assist with social media material.

5. SKILLS & ATTRIBUTES

We are looking for someone energetic, confident, and passionate about working with children. The ideal candidate will have strong communication skills, a positive attitude, and the ability to motivate and engage young learners. They should be adaptable, proactive, physically active, and committed to delivering exceptional customer experiences while maintaining the highest safety standards.

Desired Attributes

- Positive, warm, and enthusiastic personality.
- Excellent communication and interpersonal skills.
- Strong ability to connect with children and their families.
- Creative, energetic, and engaging teaching style.
- Adaptable and able to manage varying situations effectively.
- Self-motivated with a strong work ethic.
- Professional, reliable, and team-oriented.
- Organised and meticulous.

6. GENERAL DUTIES

- Attend required training sessions, team meetings, and performance reviews.
- Study and prepare lesson plans to ensure effective class delivery.

- Set up and pack away equipment before and after classes, parties, camps, and special events.
- Participate in cleaning and general maintenance of the facility.
- Maintain accurate attendance and member records.
- Assist with opening and closing procedures when scheduled.
- Address customer questions and concerns professionally and escalate issues where necessary.
- Ensure compliance with health, safety, hygiene, and child-safeguarding standards.
- Maintain professionalism, confidentiality, and a positive representation of The Little Gym brand at all times.

7. FLEXIBILITY

Adjustments may be made within the scope of the Gymnastic Instructor role and within existing working hours to meet operational requirements. This may include teaching different age groups, supporting special events, camps, birthday parties, or assisting with administrative and customer service duties. Any changes that would materially increase working hours will only be implemented by agreement and will include appropriate adjustment to hours and remuneration in line with the BCEA.

8. TEAM CULTURE

> *At The Little Gym, we pride ourselves on being a supportive, child-focused team. Every role contributes to creating a fun, safe, and professional environment. As part of our team, the Gymnastic Instructor helps uphold our values of care, responsibility, and excellence, ensuring families feel confident and comfortable in our space.*

9. REPORTING LINE

The Gymnastic Instructor reports to the Owner or any other person designated by the Employer.