

## **SANCA is hiring: Lead Circus Party Coach**

School of Acrobatics and New Circus Arts  
Seattle, WA



**Reports to:** Party & Events Coordinator

### **Description:**

We are looking for an enthusiastic individual who will lead youth and/or adult parties at SANCA. This is a part time position with variable hours each week. The lead coach will be guaranteed 15 paid hours a month with the possibility of more hours depending on bookings. If there are less than 15 hours of parties booked in one month, you will have party related administration and prep work to fill those hours. Parties are one time 60-90 minute group classes at SANCA. They are scheduled through the Party and Events Coordinator by individual groups or families. Parties are for ages 5 and up. Groups include; birthdays, youth organizations, bachelor/bachelorette parties, bar/bat mitzvahs, and any other celebratory occasions.

### **Job Duties and Responsibilities:**

- Adhere to and enforce SANCA's policies, objectives and rules before, during and after the party, including the 30 minute party room portion.
- Support and share SANCA's Mission and Vision. Talk to host and guests and let them know about SANCA's mission and classes.
- Coach circus parties for youth, adults and mixed age groups with quality instruction in a safe, supportive, nurturing environment that provides both challenge and reward to the student.
- Present a high level of professionalism as a teacher/representative of SANCA.
- Provide excellent customer service by communicating with and engaging with party hosts and guests before, during and after the party.
- Put gift bags together
- Enter waivers, inventory supplies and notify Party Coordinator when supplies are low.

### **Set up & cleanup for parties:**

**Youth parties** – Lead coach will arrive 30 minutes prior to the start time of the party. Party activities include: basic tumbling, trampoline, tightwire, tumbltrak and juggling. Make sure the party room & bathroom are clean, garbage can & recycling can are empty, tables & Chairs are setup, tables are covered with construction paper, crayons are on table, make sure there is a new sponge & a roll of paper towels, T-Shirt has been set out for Guest of Honor, put out Gift bags, turn on heat if needed. Assisting coach will arrive 15 minutes prior to the party to help meet and greet guests, and will take a headcount prior to the start of the party to make sure it matches the number of waivers collected. Cleanup typically takes 15-30 minutes after the party. Clean up: take out garbage & recycling, vacuum, check that the fridge is cleaned out, bathrooms are clean, heat is off, lights are off, party supply cabinet is locked.

**Adult parties** – arrive 15 minutes prior to party to setup any equipment needed and greet guests, take a headcount prior to the start of the party and make sure it matches the number of signed waivers. Adult party activities can vary on group interest but primarily focus on: basic tumbling, tightwire, trampoline, tumbl trak, juggling, partner acrobatics and the aerial arts.

- Track party supplies and inventory, button making and package gift bags for parties.
- Report equipment damage, shortages and needs to party coordinator.
- Participate in SANCA staff training and party training.
- Communicate with the party coordinator about needs, challenges and any party concerns or incidents.
- Communicate with other coaches about the lesson plans, curriculum, party rules.

**Qualifications:**

The ideal candidate would

- Demonstrate a positive attitude and show enthusiasm.
- Have two years of experience teaching youth and adults.
- Have good classroom management skills.
- Have a working knowledge of child physical and cognitive development.
- Have a broad knowledge of circus skills and safe progressions (especially, tumbling, Acro, juggling, object manipulation, tightwire, trapeze, aerial rope & fabric, and trampoline).
- Be a strong leader, patient, mature, and dependable.

Minimum requirements are:

- A year experience working with youth.
- Working knowledge of circus skills.
- Pass a background check.
- First aid/CPR certificate.