

Work Vapor

<https://workvapor.com/jobs/part-time-fitness-studio-admin-coordinator/>

Part Time Fitness Studio Admin Coordinator

Base Salary

USD 18 - USD 25

Description

Company: Avatar Sports Aerial Arts Studio

Position: Aerial Studio Administrative Coordinator

Industry: Fitness, Dance & Youth Programs

Location: Hybrid – Thousand Oaks, CA, United States

Employment Type: Part-Time

Salary: \$18-\$25/Hour

HR Contact: avataraerialsports@gmail.com

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Avatar Sports Aerial Arts Studio is a growing aerial arts and circus training studio that offers classes and programs for children, teens, and adults. The studio is seeking a part-time Administrative Coordinator who will support studio promotions, student enrollments, and daily administrative tasks while helping the business grow through marketing and community outreach.

Role Overview:

- Promote studio programs including aerial classes, camps, and special events
- Respond to inquiries from families and assist with registration processes
- Guide new students and parents through enrollment and program options
- Support marketing initiatives and community outreach activities
- Assist with organizing studio events and seasonal programs

Administrative Duties:

- Maintain student lists and manage registrations
- Organize studio records and administrative documentation
- Support announcements and updates on social media platforms
- Coordinate communication with families regarding programs and schedules
- Assist in planning and organizing camps, classes, and studio promotions

Ideal Candidate Profile:

- Friendly and comfortable interacting with children and families
- Strong communication and sales skills for promoting studio programs
- Organized, reliable, and proactive in managing tasks
- Comfortable assisting parents with enrollment and program details
- Basic computer and social media skills

Preferred Interests:

- Interest in dance, fitness, circus arts, or youth activities
- Experience in community programs, fitness studios, or youth training environments

Work Schedule:

Hiring organization

Avatar Sports Aerial Arts Studio

Employment Type

Full-time, Part-time

Job Location

United States

Remote work from: United States

Date posted

03/20/2026

- Part-time position (10–20 hours per week)
- 3–4 hours per day
- 4–5 days per week
- Preferred work hours: late morning, early afternoon, or early evening

Work Location:

- Hybrid work setup in Thousand Oaks / Newbury Park, California
- Studio Address: 3615 Old Conejo Road, Newbury Park, CA

Compensation & Incentives:

- \$18-\$25 per hour depending on experience
- Additional incentives may be available for successful student enrollments

How to Apply:

Send your resume or contact on WhatsApp at official HR channels if available or email your application to avataaerialsports@gmail.com