



Posting Detail Information

Position Title	Program Coordinator
Position Location	Windsor, CO
Is this position eligible for hybrid or remote work?	No
Number of Vacancies	1
Work Hours/Week	39
Proposed Annual Salary Range	\$40,560 plus bonuses*



Employee Benefits

Full time (35 hours/week or more) receive the following benefits:

- 1- Sick Leave- 40 hours/year
- 2- Paid Time Off- Years 1-3- 100 hours/year
Years 3-9- 120 hours/year
Years 10+ - 160 hours/year

All full-time employees receive up to 12 additional paid holidays / year*

3- Professional training and development paid for

*Please see official job offer for more details.

Desired Start Date: Immediately

To ensure full consideration, applications must be received by 11:59pm (MT) on

Open until filled



Description of Company

Founded in 2017, Thrive Martial Arts is among the states largest martial arts programs, and enrolls approximately 300 students. Approximately one hour north of the Denver metro area, and situated between Fort Collins to the west, and Greeley to the east, Windsor is a bedroom community of 36,000 residents. Windsor provides a small town feel with all the amenities of a large city.

Thrive Martial Arts Windsor is the flagship location for Thrive LLC. Located in the Windsor Marketplace off Main Street, this 3,600 square foot facility offers training to students ages 4 to adult.

Position Summary

Position is responsible for assisting all aspects of facility including but not limited to:

- Assisting with martial arts classes
- Parent and student rapport building
- Facility management and cleaning
- Participating in offsite events and recruiting efforts
- Oversee new member recruitment and enrollment
- Lead communication to customers
- Manage internal software and databases

Hours: Position that will include shifts beyond normal business hours and on weekends; Non-business hour responsibilities are shared amongst team members. Work during holidays and surrounding days is not an expectation for this position. Out of state travel is not an expectation for this position.



What you bring to the team:

- Passion for fitness and health
- Growth mindset “There is always more to learn!”
- You thrive in changing environments (no two days will ever be the same in this role!)
- Reliability (You will be positioned as a role model- are you worth following?)
- You LOVE the idea of helping others
- Sales experience
- Marketing experience
- Customer service experience

Bonus Points For:

- previous sports experience
 - previous leadership experience
 - Fitness or martial arts experience or certifications
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Essential Duties

Job Duty Description	Recruiting and Enrollment
Duty/ Responsibility	<ul style="list-style-type: none"> • Lead center on site efforts to increase enrollment • Lead center offsite/marketing efforts to increase enrollment • Facilitate introductory meetings • Manage enrollment process • ownership of clear and concise communication with customers • become a subject matter expert in relevant martial arts material
Percentage Of Time	70
Job Duty Category	Facility Management and Cleaning
Duty/ Responsibility	<ul style="list-style-type: none"> • Approach each shift with an eye for detail “Does our facility demonstrate discipline and cleanliness?” • Participate in the upkeep and cleaning of your location
Percentage Of Time	20



Job Duty Description	Martial Arts Instructor
Duty/ Responsibility	<ul style="list-style-type: none">• Participate in assigned lessons• provide enthusiasm and thoughtful feedback to students• become a subject matter expert in relevant martial arts material
Percentage Of Time	10

Application Details

Special Instructions to Applicants	Candidate will need to supply a Resume/CV and Cover Letter that address the required and preferred qualifications listed and the names and contact information for three (3) references. References will not be contacted without prior notification of candidates.
Conditions of Employment	Pre-employment Criminal Background Check (required for new hires)
Search Contact	Kenny Overby- K.Overby@thriveata.com



EEO Statement

Thrive LLC is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities. Thrive LLC will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Thrive LLC is an equal opportunity and equal access company and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Background Check Policy Statement

Thrive LLC strives to provide a safe environment for its staff, volunteers and students. To support this environment and comply with applicable laws and regulations, Thrive LLC conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the Company, it is reasonable and prudent to do so.



References Requested

Minimum Requested	3
Maximum Requested	3

Applicant Documents

Required Documents

1. Cover Letter
2. Resume or CV

Submit cover letter and resume to: Kenny Overby @ K.Overby@thriveata.com