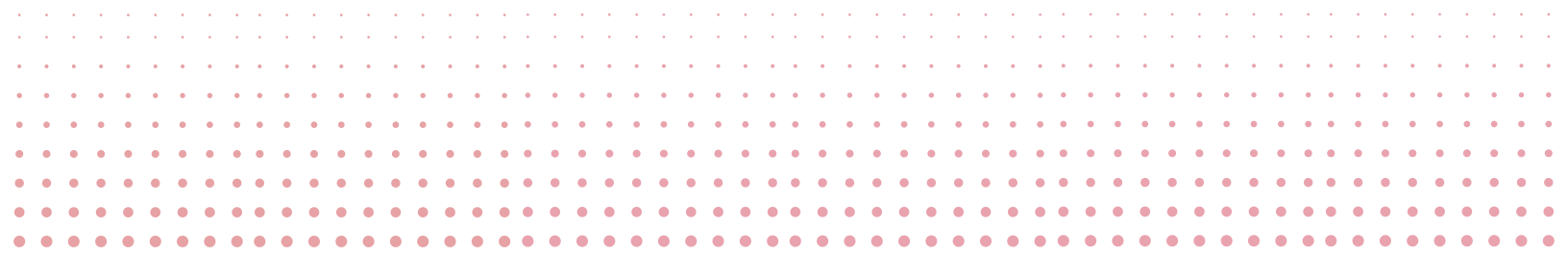




ETD

Job Descriptions





Front Desk Coordinator

Front Desk Coordinator (Part-Time) ETD is seeking a professional, welcoming, and highly organized Front Desk Coordinator to serve as the first point of contact for our studio. This role plays a key part in creating a positive, seamless experience for our dancers and families while supporting daily operations and enrollment efforts. This is a part-time, in-person position (approximately 15-20 hours/week).

ETD Enroll & Engage Initiative

At ETD, we believe the family experience is just as important as the dancer's journey, and it begins from the very first interaction. Support families through every step of the registration and onboarding process by ensuring a smooth, welcoming, and informative experience. From scheduling trial classes to guiding new families through enrollment, this role provides clear communication, answers questions promptly, and ensures each family feels supported, confident, and connected from the start.

Responsibilities Include:

- ✓ Greeting and assisting students and families with professionalism and warmth
- ✓ Managing phone calls, emails, and general inquiries
- ✓ Supporting prospective families through tours and trial class scheduling
- ✓ Assisting with registration, enrollment, and retention processes
- ✓ Maintaining an organized and welcoming front desk environment
- ✓ Providing support during studio events and special activities



We Are Looking For Someone Who Is:

- Warm, personable, and professional in all interactions.
- Organized, reliable, and detail-oriented.
- A strong communicator who enjoys working with children and families
- Able to multitask and remain composed in a fast-paced environment
- Interested in growing within a purpose-driven organization

Typical Schedule:

Monday: 4:30 PM – 9:00 PM
Thursday: 4:30 PM – 9:00 PM
Saturday: 9:00 AM – 2:00 PM

