



SINCE 1975

8450 Higuera Street, Culver City, CA 90232 (Executive Office)
9930 S. Santa Monica Blvd., Beverly Hills, CA 90212 (Satellite Location)
Phone (310) 204-1980 Fax (310) 204-6864
www.lagymnastics.com

Dear _____:

Thank you for your interest in a job opportunity at the award-winning Los Angeles School of Gymnastics, a non-profit organization. Enclosed is a job application that you will need to complete in order to obtain an interview at LASG.

Once you have completed the job application and related forms, please submit this to our Executive Office along with a resume and all other *work related* documentation (i.e.: Safety-Certification, Professional Membership, Certificates, etc.)

At the Los Angeles School of Gymnastics we pride ourselves on hiring “good people” with a strong interest in staying with the company **LONG-TERM**. We offer competitive compensation, benefits for full-time employees, and a rewarding work environment.

If you should have any further questions, please do not hesitate to contact our offices at (310) 204-1980 or via email at Info@lagymnastics.com. In advance, we look forward to having you on our coaching team!

Very Truly Yours,

Alla Svirsky, Executive Director
Los Angeles School of Gymnastics

Tanya Berenson, General Manager
Los Angeles School of Gymnastics

OUR LOCATION(S) AND FACILITY

- Our Facility

The Los Angeles School of Gymnastics has been building the young minds and bodies of the Los Angeles area since 1975. Our enrollment during peak months can exceed 1,000 students ranging from toddlers to the finest gymnasts in the area.

The spacious Culver City facility has a main gym that is 13,500 square feet state-of-the-art facility, which is used for a combination of programs that include:

Parent & Me, Toddler Classes, Recreation Classes (Level 1-4) Girls & Boys, Rhythmic Gymnastics, Competitive Teams (Girls, Boys, Rhythmic), LA All-Star Cheer Teams, Power Tumbling, Adult Classes, Special Needs, Birthday Parties, Production/Movie Programs, and more!

Equipment includes all of the up-to-date safety standards to develop coordination and skills in each child that will allow for a productive and progressive training environment. You are welcome to make suggestions for equipment needs and training techniques. We also have an employee room for relaxation, storage of personal items and breaks. This room is located upstairs and the key to access this room is found in the main gymnasium key box (by spring floor). Please return this key once you are done using the coach's room.

- PAYROLL

EACH AND EVERY DAY you will be required to complete your hours in a designated payroll book. Due to recent Labor Code Regulation Changes, you will be required to complete your hours on a daily basis for compensation. Please see SEAN HALLMAN (Office Manager) for any questions about payroll procedures.

- Locations

The Los Angeles School of Gymnastics, a non-profit organization is located in a prime area of Culver City (near major production studios: Sony, Smash box, AOL) at 8450 Higuera Street, Culver City, CA 90232. This is the primary location and serves as the Executive Office.

The second location is in prime Beverly Hills at 9930 S. Santa Monica Blvd., Beverly Hills, CA 90212. This location is near the Beverly Hilton Hotel and major ritzy landmarks. This is a satellite location and does not have an office or direct phone line.

In 2006, the LASG will be opening a 30,000 square foot space by adding a second building to our Executive Office in Culver City!

- Programs

The Los Angeles School of Gymnastics & LA All-Star Cheer prides itself on ever changing and growing our programs. As a coach of any of the LASG programs, it is imperative to hold the highest level of customer service and represent the LASG program with the highest level of integrity. Audits for coaching and customer service will be done monthly, and in some cases discreetly for review with Upper Management.

Please ask the front office if parents have questions about programs, enrollment, tuition, or special requests. **DO NOT GUESS!!!!** Please make sure to ask someone if you are unsure about any school policy or function.

Programs at LASG include:

1. Competitive Artistic Teams (Boys, Girls, Rhythmic, Cheer)
2. Ballet Classes
3. Pre-School Program (Ages 3-5 years)
4. Recreational Classes (boys & girls) – Levels 1-4
5. Parent & Me (18months-2 years)
6. “Boys Only” Recreation Classes
7. Special Education Classes + Camps
8. Birthday Parties
9. LA All-Star Cheer Teams
10. Power Tumbling
11. Adult Gymnastics
12. Rhythmic Gymnastics
13. Movie/Production Rentals + Talent
14. Private Lessons
15. Winter & Summer Camps
16. Mobile Gymnastics
17. School Groups, Special Events, Field Trips, Facility Rental
18. Hollywood Stunt Class
19. Consulting
20. Competitions & Clinics
21. Exhibitions & Performances
22. Corporate/Special Events Performance Groups
23. Fund-Raising
24. Much more.....

- Opportunities for Extra Pay

The Los Angeles School of Gymnastics offers an exclusive opportunity to work on special programs during the year in addition to normal scheduled hours. Some of these opportunities are:

1. Birthday Parties
2. Private Instruction
3. Special Needs
4. Substitution for Classes
5. Camps
6. Performances/Exhibitions

These extra pay opportunities are limited and available to instructors who have shown personal production, class enrollment and positive enrichment to the LASG programs. LASG holds discretion to cancel “extra pay” programs at any time.

- Bonuses

Based on personal production, class enrollment, satisfaction survey’s and reviewed by upper management, an end-of season bonus is granted to select employees. Persons who contribute to enhancing the company in a positive and productive manner will be considered for this program.

- Benefits

Medical – There is a 6 month waiting period **before** qualifying for medical benefits as a full-time employee. This coverage is paid 100% by LASG. LASG offers Medical benefits under a California HMO policy plan.

AFLAC – LASG offers a supplemental insurance program through AFLAC that has a vast array of options for purchase (very low cost) that includes dental, life and medical. Please see Office Manager for more details.

Paid Vacations and Sick Days – There is a **one year waiting period** (September – August) before any new employee becomes eligible for paid

vacations and sick days. Employee must be considered FULL-TIME at the time of consideration.

LOS ANGELES SCHOOL OF GYMNASTICS



www.lagymnastics.com

- PHILOSOPHY

Los Angeles School of Gymnastics LASG is a nonprofit corporation and Olympic quality training center, which has been working with the kids of Los Angeles since 1975. We offer programs for everybody and every ambition from the toddler motor development programs to the pursuit of Olympic caliber competitors.

- MISSION

Our mission is to provide a quality experience for all children regardless of race, color, religion, creed, belief, background or financial status. Allowing as many children and youth to participate in gymnastics to expose the dynamic sport of gymnastics to each child in the community. Providing a safe and sound facility with coaches that have the highest level of education in the programs they teach.