



Job Title: Operations Trainer & Business Development Professional

Position Summary

The Kickstart Kids Operations Trainer & Business Development Professional plays a dual role in supporting high-quality karate instruction and driving the growth and sustainability of Kickstart Kids (KSK) programming. This position ensures operational excellence; leads business development efforts including new program solicitations; and is responsible for building an instructor pipeline through recruitment, retention and development of the Kickstart Kids instructor workforce. The ideal candidate is a strong communicator with martial arts experience, leadership ability, and customer service skills.

Key Responsibilities

Instruction & Training Support

- Train and support new instructors and substitutes with the following:
 - Curriculum implementation, belt testing preparation, and student progress tracking,
 - Proper technique, safety practices, dojo etiquette, and discipline standards,
 - Professional teacher practices and responsibilities.
- Support Chief Operations Officer (COO) and Regional Directors with instructor training sessions to ensure instructional consistency across schools.

Dojo Operations Management

- Oversee dojo operations including class setup, equipment organization, facility cleanliness, and opening/closing procedures.
- Manage scheduling for classes, special programs, camps, private lessons, and workshops.
- Provide customer service including handling inquiries and assisting parents.
- Manage and oversee uniform orders, equipment inventory, and retail merchandise.
- Assist with logistics for belt promotions, tournaments, community events, and demonstrations.

Business Development & Marketing

- Recruit, retain, and onboard new instructors.
- Assist with membership enrollment efforts by conducting consultations, tours, and introductory lessons for new students.
- Develop and implement strategies to increase student retention, including follow-ups, progress check-ins, and engagement programs.
- Build community partnerships with schools, after-school programs, youth groups, and local businesses.
- Organize outreach demos, school presentations, and dojo open houses to increase visibility and attract new members.
- Monitor and analyze performance metrics (new leads, conversions, attendance, retention rates, revenue trends, etc.).

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Job Title: Operations Trainer & Business Development Professional (continued...)

Administrative & Financial Support

- Manage member contracts, billing, and student records.
- Assist with financial tracking, budgeting, and regular performance reporting.
- Help prepare materials for events, promotions, and student communications.

Leadership & Culture

- Model the dojo's core values, discipline, and respect in interactions with students and families.
- Support teamwork, communication, and continuous improvement.
- Assist with the planning of the Summer Conference.
- Foster a positive, safe, inclusive learning environment for all students.

Qualifications Required

- Minimum 10 years of experience in martial arts instruction, karate training, or fitness education
- Strong communication, interpersonal, and customer service skills
- Ability to work evenings and weekends consistent with class schedules and events
- Strong organizational and time-management skills
- Ability to lead warm-ups, basic drills, and assist with class flow
- Some travel is required.

Qualifications Preferred

- Karate Black Belt (or equivalent depending on style)
- Experience in a martial arts studio, youth development program, or fitness facility
- Knowledge of scheduling platforms and marketing tools
- Experience in community outreach or school program coordination

Work Environment

- On-site role with physical activity, interaction with children and families, and frequent evening/weekend hours
- Energetic, community-oriented, and mission-driven setting

Salary & Benefits

- TBD (budget range is \$75K – \$85K)
- PPO medical, dental and vision, partially subsidized by employer
- ER paid life and AD&D, LT Disability
- 401-k match

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