# **GRB Academy Employment Job Posting**

### **About GRB Academy**

Created from small group sessions and camps in gyms across Wisconsin, the GRB Academy and the Rays program has grown and risen into one of the top places to train and play in the Midwest.

Beginning as far back as the winter of 2005, the GRB Academy started with the training of Greg Reinhard in small gyms spread out in several cities. After running the training and practices of several organizations in Wisconsin, in addition to the camps across Wisconsin, GRB found its home in Madison with the opening of the first facility in December of 2011.

Since opening its doors in 2011, GRB has proven itself as one of the leaders in amateur baseball in Wisconsin.

The Rays program first launched in June of 2009. Since that time, it has grown and expanded and become of of the most coveted programs to play for in the Midwest. With its rapid ascension to the top of amateur baseball, the Rays and GRB were ranked 39th in the country in 2015 by Perfect Game. In total, the Rays have put out 175 college players, 90 of them to scholarship schools, and six draft picks as of September of 2015.

The mission is simple yet clear: "The Mission of the GRB Academy and Rays program is to advance the skill sets of baseball and softball players by providing them with the best trainers and up to date, innovative training methods."

With the opening of the new GRB Academy in 2017, GRB launched its Softball Program.

The motto of GRB from the beginning: "Baseball and Softball for the Serious Player"

## **Job Description**

GRB Academy has a need for front office work along with HitTrax hitting system work. The Front Office worker will assist in day-to-day operations with regards to payments, scheduling, general customer support and direction as well as nightly facility cleaning.

## **Front Office Job Duties**

- Answering telephone and helping customers with questions regarding GRB Academy's teams, programs, lessons and more while taking messages from customers with specific questions you may not be able to help with.
- Working cash register and computer credit card processing system for customers paying for Pro Shop items, lessons, programs, team payments, etc.
- Aid in directing customers to correct cages they have scheduled as a reservation or rental.
- Ensuring bathrooms are functional, re-stocking with toilet paper, paper towel, etc.
- Sweeping floors, straightening Pro Shop and batting cages prior to close nightly.

#### To Apply

- Download application here and email to <a href="mailto:grb@grbacademy.com">grb@grbacademy.com</a> or drop off in person

OR

- Stop by GRB Academy from 10am-6pm Monday - Friday to complete an application in person: 6385 North Towne Drive, Windsor, WI 53598