



## **STONYHURST SPORTS CENTRE**

### **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Part Time Fitness Instructor</b>
<b>Department:</b>	<b>Stonyhurst Sports Centre</b>
<b>Reports to:</b>	<b>Sports Centre Operations Manager</b>
<b>Purpose of Role:</b>	<b>The core purpose of the role of the Fitness Instructor is to provide a safe and welcoming environment within the fitness suite for all customers, helping them to achieve their fitness goals.</b>

### **Key Tasks and Responsibilities**

- Promote the safeguarding and welfare of all members, pupils and visitors
- Provide a welcoming front line service for pupils and other customers
- Conduct 1-2-1 consultations with members, creating programs and training goals
- Teach a range of classes on the upcoming fitness timetable
- Undertake duties on reception as required, including taking bookings, payments, cash reconciliation and customer queries
- Undertake cleaning duties as specified in the daily cleaning rota and to a high standard, being proactive in maintaining a high level of cleanliness throughout the facility
- Ensure relevant Health & Safety procedures are adhered to at all times
- To be aware of all emergency and critical incident procedures, logging and reporting any incidents occurring on shift
- Work with the Duty Manager and other staff to ensure the smooth running of the facility

### **Person Specification**

#### **Qualifications**

##### **Essential**

- Level 1 & 2 Fitness Instructor

##### **Desirable**

- First Aid Qualification or a willingness to undertake training
- Level 3 Fitness Instructor

- RLSS National Pool Lifeguard or a willingness to undertake training
- Educated to GCSE standard or equivalent qualification/experience
- Knowledge of relevant Health and Safety legislation
- Willingness to further develop your career including undertaking continual professional development to achieve a high level of service

## **Skills/Experience**

### **Essential**

- Experience of working within the leisure industry
- Experience of working with young people and/or the general public
- Ability to work as part of a team but also on own initiative
- Excellent communication and customer service skills
- Patient with learners
- Ability to provide reassurance, motivation and confidence to members in coaching sessions and during classes
- A flexible approach to work including working early, late and weekend shifts
- Maintaining a high level of personal presentation, including wearing the appropriate uniform at all times

### **Desirable**

- Comfortable with the use of ICT
- An interest in getting involved in the wider Sports Facilities provision on campus
- A willingness to respond positively to the changing operational needs of the facility

### **Working Hours**

- 30 hours per week, across a seven day rota