

The Leicestershire College Job Description

1. Job Details

Job Title: **Gym Instructor (Casual Hours)**
 Competency Level: **Business Support 1**
 Job Number: **86363**
 Reporting To: **General Manager**
 Department: **Radmoor Centre**
 Annual Salary (FTE): **£9.15 per hour**
 Date: **March 2019**

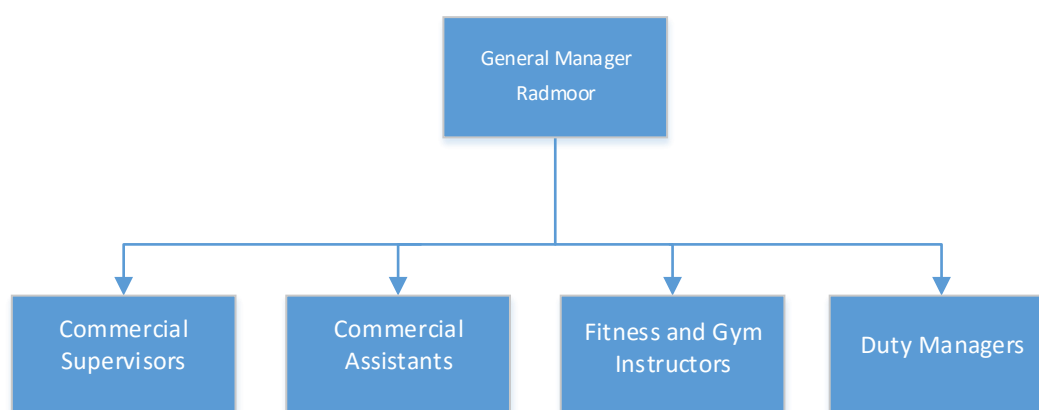
2. Job Purpose

To instruct, support and motivate Health & Fitness club members whilst providing exceptional customer care and service

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To work on a shift rota system including early starts, late finishes and weekend working to undertake the daily operations of the facilities.
- To undertake Inductions, Fitness Assessments and Personal Programmes in accordance with the Fitness Studio.
- To be aware of all Health & Safety issues within the Centre, and specifically the fitness & health facility, and to constantly implement and assess procedures, drawing attention to unsafe practices.
- To guide, care for and assist all fitness users especially in areas of motivation, well-being, nutrition, and fitness testing.
- To work as part of a team to achieve income and sales targets for the fitness & health facility.
- To ensure all facilities are presented to the highest levels of cleanliness and comfort.
- To undertake maintenance work as required including spin bike maintenance or liaise with appropriate College personnel for repair.
- To make sure all equipment and facilities are safe and secure when not in use.
- To undertake any other duties as may be required by the General Manager to ensure that the business objectives of the Centre are achieved.
- To be smartly dressed in a way to portray a positive image of the Radmoor Centre, wearing the uniform provided at all times whilst on duty.
- Where necessary to assist with opening and closing of the building, the rubber crumb pitch and inspections of the rubber crumb pitch.

6. Key Result Areas

Action	Result
Provide all centre users with a safe environment to exercise	Reduced maintenance issues, increased cleanliness and increased tidiness of gym and changing facilities
Be proactive in the retention of current members	Reduced membership cancellations
Provide expertise and guidance to users to enhance membership value	Increased membership sales and reduced cancellations
Actively promote additional services within the gym and the Radmoor Centre	Increased revenue from additional sources. Increased member use of Radmoor Restaurant and H&B facilities

7. Key Working Relationships and Communications

Internal: General Manager, Curriculum managers, Curriculum staff, Support Services staff.

External: Customers, Suppliers, Outside Agencies

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	First Aid at Work Certificate		•	Application/ Certificates
2.	Recognised Fitness Instructor qualification i.e. YMCA level 2-3 or equivalent	•		Application/ Certificate
3.	Additional Fitness Qualifications i.e. YMCA/RSA exercise to Music / Personal Trainer/UKSCA Strength & Conditioning Accreditation		•	Application/ Certificates
4.	Coaching qualifications		•	Application/ Certificates
5.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent or be willing to work towards	•		Application/ Certificates
EXPERIENCE				
6.	Experience of working within a leisure centre environment	•		Application/ Interview
7.	Experience of working in an educational or public sector environment		•	Application/ Interview
8.	Sales, promotions and marketing experience	•		Application/ Interview
SKILLS & KNOWLEDGE				
9.	Excellent customer care skills and an ability to deal with a wide range of people	•		Application/ Interview
10.	Be able to work effectively as a team member	•		Interview
11.	Possess sound planning, administration and organisational skills	•		Application/ Interview
12.	Ability to work proactively and on own initiative	•		Interview
13.	Have a positive 'can do' attitude	•		Interview
BEHAVIOURS				
14.	Demonstrate a commitment to safeguarding	•		Interview
15.	Demonstrate a commitment to self-development	•		Interview
16.	Demonstrate a commitment to equal opportunities	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **March 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	