

J O B D E S C R I P T I O N

Job Title: Aerobics/Fitness Instructor

Workbase: Dearne Valley Leisure Centre

Responsible To: Manager

Duties and Responsibilities:

1. Ensure the supervision of all users of the aerobic facility, whether participants or spectators, in accordance with the Rules of Management/Byelaws, or any other relevant rules/regulations.
2. Ensure appropriate and safe use of the Swimming Pool area in accordance with the Normal Operating Procedure (NOP) and the Contract Specifications.
3. Carry out any administrative duties in support of the Aqua Aerobics activity.
4. Ensure the health and safety of all aqua aerobic participants, responding to emergency situations in accordance with the Emergency Action Plans (EAP) and Contract Specification.
5. Administer first aid if qualified or administer emergency aid if not qualified as required.
6. Set up or dismantle equipment or apparatus efficiently and safely in accordance with Normal Operating Procedures (NOP).
7. Ensure compliance with the Council's Coaches' Code of Conduct and any other relevant rules/regulations.
9. Ensure the duties are carried out in accordance with the Health and Safety at Work Act 1974, any subsequent relevant legislation emanating either from the UK Government or the EEC and Codes of Practice issued by relevant governing bodies.
10. The above duties are neither exclusive nor exhaustive and the postholder may be required to assume responsibility for the performance of such other associated duties as may from time to time incidentally arise, develop or be assigned, commensurate with the grading and level of the post.

PERSON SPECIFICATION

Post Title: AEROBICS/FITNESS INSTRUCTOR

<u>ATTRIBUTES/REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
Education, Qualifications and vocational training	RSA Exercise to Music or similar recognised qualification	First Aid Qualification	Application Form Certificates
Relevant Experience		Previous Experience of Teaching Aerobics	Application Form Interview References
Knowledge and Skills	Customer Care Specific Technical Knowledge Inter Personal Skills	Operation Procedures (NOPs and EAPs) Coaches' Code of Conduct	Application Form Interview References
Personal Characteristics	Ability to communicate effectively Enthusiastic Loyal Reliable Ambitious	Ability to remain calm in trying circumstances Ability to use own initiative	Application Form Interview References
Physical Attributes	As Advised by Occupational Health. Physically fit /well groomed. Smart appearance.		Health Questionnaire Possible medical
Additional Factors	Able to work shifts, evenings and weekends.	Previous Unsocial Hours Working	Application Form Interview
Contra-Indicators			