

DEARNE VALLEY LEISURE TRUST

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

Job Title: Fitness Suite Assistant

Workbase: Dearne Valley Leisure Centre

Responsible To: Manager

Duties and Responsibilities

1. Ensure the supervision of all users of the aerobic/fitness facility, in accordance with the Rules of Management/Byelaws or any other relevant rules/regulations.
2. Ensure appropriate and safe use of all fitness suite equipment in accordance with Manufacturer's instructions and the Normal Operating Procedure (NOP).
3. Carry out any administrative duties in support of the gymnasium operation.
4. To assist with Marketing and Promotions of the facility.
5. Ensure the health and safety of all fitness suite users, responding to emergency situations in accordance with the Emergency Action Plans (EAP).
6. Administer first aid if qualified or administer emergency aid if not qualified as required.
7. Set up or dismantle equipment or apparatus efficiently and safely in accordance with Normal Operating Procedures (NOP).
8. Ensure compliance with the Council's Coaches Code of Conduct and any other relevant rules/regulations.
9. Undertake regular equipment checks and maintenance in accordance with manufacturers instructions and centre procedures.
10. Undertake fitness instruction sessions (subject to possessing appropriate qualification) in accordance with Centre programme.
11. Carry out induction sessions in accordance with centre procedures.

- 12.** Provide healthy lifestyle information to centre users.
- 13.** Maintain cleanliness and tidiness of the fitness suite facilities.
- 14.** Provide personal exercise/fitness programmes for centre users.
- 15.** The postholders duties must be carried out in compliance with the Councils Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders and Health & Safety at Work Act (1974), and other subsequent Health & Safety legislation
- 16.** These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post without changing the general character of the post.

PERSON SPECIFICATION

Post Title: FITNESS SUITE ASSISTANT

<u>ATTRIBUTES/REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
Education, Qualifications and vocational training	Qualification in Gym/Fitness Suite supervision/management	BAWLA Qualification NABBA Qualification First Aid Qualification NVQ Level 2 in Fitness Fitness Instructor Qualification	Application Form Certificates
Relevant Experience		Previous experience of Gymnasium Supervision and Instruction Previous experience of marketing and promotional initiatives	Application Form Interview References
Knowledge and Skills	Customer Care Healthy Lifestyle Specific Gymnasium Equipment Technical Knowledge Inter Personal Skills Personal Exercise Programmes	Operation Procedures (NOPs and EAPs) Coaches' Code of Conduct	Application Form Interview References
Personal Characteristics	Ability to communicate effectively. Enthusiastic Self motivated Reliable	Ability to remain calm in trying circumstances Ability to use own initiative	Application Form Interview References
Physical Attributes	Smart appearance. As Advised by Occupational Health		Health Questionnaire Possible medical Interview
Additional Factors	Flexible Work Arrangements (at demands of the service).	Previous Evening/Weekend Working Rotas.	Application Form Interview
Contra-Indicators			