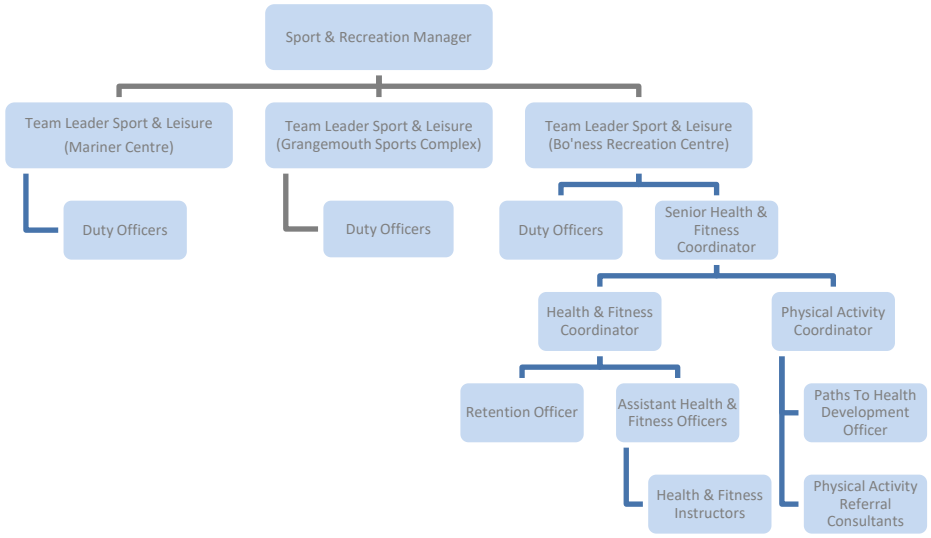
	Job Description

Section A: Job Definition

Job Title: Health & Fitness Instructor
Service: Childrens Services
Location: Health & Fitness Clubs
Grade: D

Section B: Organisational Relationship



Section C: Job purpose

To assist with the day to day operations, instruction, supervision, safe and enjoyable use of the Health and Fitness Clubs. To ensure the highest standard of customer care and service at all times.

Section D: Key responsibilities

- To be responsible for the safe and efficient operation of the Health and Fitness Clubs.
- To be responsible for the regular maintenance, including thorough cleaning of all equipment to ensure that it is available as required and in good condition.
- To adopt a customer care approach in all dealings with the general public and members
- To supervise public use of the Health and Fitness Clubs, to ensure the safe and enjoyable use of the specialist equipment.
- Inducting new members in the use of the equipment.

Section D: Key responsibilities (Cont.)

- To provide advice on all fitness matters to users of Health and Fitness Clubs.
- To conduct fitness assessments and prescribe exercise programmes.
- To coach and assist with the instruction of courses and activities on a regular basis.
- To assist with the promotion and marketing of the Health and Fitness Clubs to ensure optimum use.
- To ensure that the requirements of the Health and Safety at Work Act and any relevant legislation, guidance and notes and codes of practice are complied with including reporting accidents and incidents and unit operating procedures.
- To assume responsibility in the absence of the Health and Fitness Officers.
- To carry out any other duties associated with the post

Section E: Accountability

The post holder will assist in the day to day running of the Club. This will involve an amount of responsibility working under their own initiative, with little supervision and reporting to the Assistant Health & Fitness Officer / Health & Fitness Coordinator to ensure the effective operation of the Club.

Section F: Knowledge, Skills and Experience

Essential

- Experience of working with the public/customer care
- Experience of working in a team and on own/enthusiasm/initiative
- Specific Health & Fitness qualification e.g. HND (sport related), Level 2 Gym Instructor or equivalent.
- Experience of working in a gym/health & fitness environment
- Experience of working with information technology

Desirable

- First aid qualified
- Additional fitness qualifications

Section G: Demands

The post-holder will assist and be part of a team dedicated to continuing the pursuit of a high quality service provision. The post holder will be subject to the following demands:

- Ability to work on own initiative, meet deadlines and prioritise workloads.
- Able to deal with confidentiality on all information regarding clients.

The post-holder will supervise both children's and vulnerable adult's gym activity on a one-to-one basis.

This job requires contact with vulnerable groups, therefore you will require to gain/maintain PVG Scheme membership.

Section H: Communications and contacts

Internal

- Sport & Recreation Manager - not often
- Team Leaders and Duty Officers - often
- Health and Fitness Officers and workforce - daily
- Other service depts. - often

External

- Public and Statutory Bodies
- National Health Service
- Commercial Enterprise Representatives
- Sporting, Leisure and Fitness Organisations
- Members of the public on a daily basis
- Suppliers/ engineers

Section I: Environment
The post will be based in the Health and Fitness Clubs based at Grangemouth Sports Complex, Bo'ness Recreation Centre, the Mariner Centre and Stenhousemuir Gym. The post holder will be required to occasionally engage in lone work.

Approved by:

Approval date:

Post holder signature…….