



## **Job Description for Gym Instructor**

### **Purpose:**

To assist in ensuring the efficient and effective operation of the gym and delivery of fitness related activities including day to day supervision of the gym. Ensuring health and safety requirements are met and providing a range of fitness activities to members of the public.

### **Reports to:**

Gym Supervisor

### **Responsible for:**

N/A

### **Salary:**

Meets the National minimum wage requirement

### **Pattern of work:**

You will be required to work a rota which will include evenings, weekends and bank holidays.

### **Key responsibilities:**

- To conduct fitness tests and prepare individual programmes for customers.
- To conduct fitness classes.
- To advise clients how to use exercise equipment correctly and safely and to gain the best of their time within the gym.
- To promote a welcoming environment to all customers.
- To assist the Gym Supervisor and Assistant Gym Supervisor in the upkeep of the cleaning and maintenance procedures.
- To assist in maintaining accurate and up to date records for customers in accordance with Centre's policy for data protection and freedom of information act.
- To maintain the facility to ensure the gym is safe and clean ensuring they are checked daily to maintain safety standards.
- To ensure all gym equipment is maintained in a safe working order and action any repairs as required.
- To be able to work shifts including evenings and weekends.
- To carry out such duties as may be determined by the Gym Supervisor or Assistant Gym Supervisor.

## **General responsibilities:**

- To maintain the highest standard of professional conduct at all times with customers, colleagues, stakeholders and the general public, both at work and socially.
- To make a contribution to sharing ideas, knowledge and best practice to ensure the long term success of Splash Community Trust and the Centre.
- To adhere to employment policies as detailed in the Employee Handbook.
- To follow all health & safety procedures in order to ensure the safety of you, colleagues, customers and others who may be affected by your behaviour.
- To uphold Splash Community Trust's commitment to equality of opportunity to all by following the Equality & Diversity Policy.
- To support Splash Community Trust in achieving its environmental aims and objectives.

## **Person Specification for Gym Instructor**

### **Experience:**

- Must be able to demonstrate experience of working within a busy gym environment within the public or private sector
- Must be able to demonstrate a clear understanding of customer needs, ensuring this is central to decision making and service delivery
- Must be able to demonstrate a good understanding of the operation of a gym including health & safety legislation
- Should ideally be able to demonstrate a understanding of how a third sector organisation operates; be sympathetic to the aims of Splash Magic; and be sensitive to the political nature of the organisation

### **Qualifications or Training:**

- Must be REP Level 2 qualified
- Desirable - REP Level 3 qualified
- Desirable - any relevant first aid qualifications, ideally Level 3 First Aid at Work and Level 2 Automated External Defibrillator (AED)
- Should demonstrate evidence of Continuous Personal Development

### **Practical Skills:**

- Must be able to communicate with a wide range of people effectively at all levels, both orally and in writing, with an ability to motivate
- Must have excellent product knowledge and experience of a wide range of gym equipment
- Must have the ability to empathise and work with customers of all age groups and levels of ability

### **Personal Qualities & Attributes:**

- Must be able to work unsupervised and to agreed outcomes
- Must have a flexible and adaptive attitude to change and do everything to make new approaches and methods work
- Must be able to work in a busy leisure environment

- Must be able to work as part of a team
- Must have an open, honest, approachable and pleasant, friendly personality
- Must have a high understanding of the commitment to a healthy lifestyle
- Must have a high level of personal integrity and motivation
- Must be confident and professional
- Must ensure personal appearance is of the highest standard of tidiness and hygiene
- Must accept the importance of maintaining and improving standards and strive to exceed expectations at all times

This post will require an enhanced disclosure under the Protection of Children Act 1999.