

## **Community Sports Duty Manager/Fitness Coordinator**

### **Job Description and Person Specification**

- Effectively manage all fitness facilities ensuring they are clean, tidy and available for use as required.
- Maintain records and check all equipment regularly.
- Devise, develop and run a strong and effective fitness class schedule.
- Set fitness based policies, protocols and procedures in conjunction with the Community Sports Manager.
- Develop strong relationships with sports centre members.
- Develop a personal training package and programme.
- Introduce a range of secondary sale products.
- To further develop all community based fitness initiatives across all sites.
- To oversee and direct other staff on shift (1/2 persons) to ensure full Sports Centre duties are carried out and completed to the necessary standard.
- To maintain financial responsibility for shifts you duty manage– including cash handling.
- To carry out basic site security – to include locking and securing the building as a nominated key holder.
- Any other duties as deemed appropriate by senior staff.

## Person Specification

<b>Qualifications and Professional Development</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Educated to GCSE Level or equivalent.</li><li>• Level 2 Gym Instructor</li><li>• At least one further fitness related qualification</li><li>• First Aid qualification</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Level 3 Gym instructor/personal training qualifications</li><li>• Further and Higher Education qualifications</li><li>• A range of other fitness related qualifications</li></ul>
<b>Knowledge, Skills and Competences</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Proficient ICT skills.</li><li>• Good written and verbal communication skills.</li><li>• Ability to work in an organised and methodical way and to prioritise tasks as required.</li><li>• Good people skills and telephone manner.</li><li>• An understanding of policies and best practice regarding to fitness, health and safety and gym/sports Centre management.</li></ul>
<b>Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Experience of working within a sports environment.</li><li>• Experience of delivering fitness classes or sporting/coaching sessions.</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of cash handling.</li><li>• Experience of product sales.</li><li>• Experience of managing/leading others.</li></ul>