

# CASUAL GYM INSTRUCTOR

## *Description:*

Coventry Sports Foundation is seeking to recruit enthusiastic and passionate Gym Instructors on a casual basis to join our ever growing and successful Lifestyles Health and Fitness team.

The successful applicant will be responsible for assisting the Fitness Operations Manager in the daily operation of our three Fitness Suites based at the Xcel Leisure Centre, the Alan Higgs Centre and Centre AT7. Key roles will include providing gym inductions, completing personal programmes & booking reviews to monitor progress, fitness assessments and obtaining & developing knowledge on the Wellness Key packages we offer to our members.

Candidates must have an industry recognised qualification and hold a Group Cycle qualification, as well as having a keen desire to learn new skills and aid with new developments through digital integration.

## *Benefits include:*

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

## *Department:*

Health and Fitness

## *Hours:*

Casual

## *Hourly Rate:*

£7.40 per hour (topped up in accordance with National Living Wage)

For an application pack and to apply online please visit [www.covsf.com/jobs](http://www.covsf.com/jobs) and complete the short application form.

Closing date for applications: Ongoing Vacancy

Coventry Sports Foundation is an equal opportunities employer.  
A DBS Check will be required for the successful candidate.



## Employment Specification



**Job Title:** Fitness Suite Instructor

**Job Purpose:** To assist the Fitness Suite Manager in the daily operation of the Fitness Suite.

**Responsible To:** Fitness Suite Manager

**Responsible For:** Work Placements

### **Main Tasks:**

- To supervise the delivery of health and fitness sessions and maintain systems for customer record keeping of progress.
- To provide introduction sessions regarding equipment usage to all new users and induction/fitness testing sessions as required.
- To assist in promoting and publicising the Fitness Suite and its associated activities/programme, particularly to the target groups of the Foundation.
- To visit venues outside of the Centre to promote the activities of the Fitness Suite / Foundation.
- To erect and dismantle equipment as required for particular sessions.
- To be familiar with and work within all operating policies and procedures appropriate to provision of the fitness suite.
- To ensure that a high standard of customer care is maintained at all times, and to respond to all customer enquiries/complaints effectively and efficiently.
- To attend training/refresher courses as are appropriate to maintain qualifications and standards of good practice.
- To contribute to the professional development and guidance of Further Education and Work Placement students.
- To ensure that adequate standards of Health and Safety are maintained at all times, paying particular attention to the use of equipment.
- To ensure that the Fitness Suite is cleaned and maintained to a standard that is appropriate to the demands and concerns of all users.

- To be aware and able to respond to all emergency situations in accordance with the procedures detailed in the Foundation's Health & Safety policy.
- To attend any relevant meetings as appropriate.
- The employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.



## Person Specification

### Fitness Suite Instructor

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Y.M.C.A. Fitness Instructor or equivalent</li> <li>• Official Spinning Qualification or willingness to gain at own expense.</li> <li>• Experience of working within a fitness suite</li> <li>• General knowledge of Health and Safety practices surrounding fitness suite facility</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT knowledge and literacy</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team or under own supervision</li> <li>• Ability to use own initiative</li> <li>• Good standard of literacy and numeracy</li> <li>• Good communication skills.</li> <li>• Customer care skills</li> <li>• Ability to encourage and motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• Other fitness related qualifications</li> <li>• First aid qualification</li> <li>• Organisation skills</li> <li>• Health and Safety qualification</li> <li>• Ability to recognise and resolve any problems which may arise when dealing with all types of customer, including those with specific needs</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Approachability to staff and customers</li> <li>• Ability to motivate others</li> <li>• Good level of self-motivation</li> <li>• Outwardly enthusiastic and confident</li> <li>• Show a flexible approach to work</li> <li>• Provide support to others</li> <li>• Good listener</li> <li>• Professional pride</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to further training and career development prospects.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work unsociable hours/weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Broader interest relating to sport and leisure</li> <li>• Ability to travel between sites within a single working day</li> </ul>