

# Job Vacancy

Pride

Passion

Performance

## Job Title

# FITNESS INSTRUCTOR

## Description

CV Life is seeking to recruit enthusiastic and passionate Fitness Instructors to join our ever growing and successful Lifestyles Health and Fitness team.

The successful applicants will be responsible for assisting the Fitness Operations Manager in the daily operation of our Fitness Suites. 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.

### Reference Number:

XL28

### Closing Date:

31<sup>st</sup> December 2018

### Department:

Health & Fitness

### Hours:

Various positions available

### Hourly Rate:

£7.85

DBS Clearance will be required for the successful candidate.

## Benefits

- Great development opportunities
- FREE health and fitness membership\*
- FREE health and fitness membership for a family member or friend\*
- FREE uniform for applicable roles
- FREE training for applicable roles
- DISCOUNTS on Centre activities\*

(\*not applicable to casual workers)

## Find out more

For the latest job vacancies and application details visit [www.cvlife.co.uk](http://www.cvlife.co.uk)

If you have any enquiries, please contact our Human Resources Team by emailing [recruitment@cvlife.co.uk](mailto:recruitment@cvlife.co.uk)

# Job Description



Pride

Passion

Performance

Job Title:	Fitness Instructor
Reporting to:	Fitness Operations Manager

## Responsibilities for all employees

- To embrace and lead by example on the company's key values of PRIDE, PASSION and PERFORMANCE.
- To undertake your duties to the best of your ability and fully comply with all of the Company's general standards and those relating to your specific role.
- To support the Company's commitment to providing a safe environment for children and young people, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the company. To generally help promote the work and public image of the company, always maintaining high standards of customer service and personal appearance.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.



## Overall purpose and objective of the role:

To assist the Fitness Operations Manager in the daily operation of the Fitness Suite.

## Main duties of the role:

1. To supervise the delivery of health and fitness sessions and maintain systems for customer record keeping of progress.
2. To provide introduction sessions regarding equipment usage to all new users and induction / fitness testing sessions as required.
3. To assist in promoting and publicising the Fitness Suite and its associated activities / programme, particularly to the target groups of the Company.
4. To visit venues outside of the Centre to promote the activities of the Fitness Suite / Company.
5. To erect and dismantle equipment as required for particular sessions.
6. To be familiar with and work within all operating policies and procedures appropriate to provision of the fitness suite.
7. 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.
8. To attend training/refresher courses as are appropriate to maintain qualifications and standards of good practice.
9. To contribute to the professional development and guidance of Further Education and Work Placement students.
10. To ensure that adequate standards of Health and Safety are maintained at all times, paying particular attention to the use of equipment.
11. To ensure that the Fitness Suite is cleaned and maintained to a standard that is appropriate to the demands and concerns of all users.
12. To be aware and able to respond to all emergency situations in accordance with the procedures detailed in the Company's Health & Safety policy.
13. To attend any relevant meetings as appropriate.

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

Date: September 2018

# Person Specification

Essential

Desirable

## Personal attributes

- Approachability to staff and customers
- Ability to motivate others
- Good level of self-motivation
- Outwardly enthusiastic and confident
- Flexible approach to work
- Supportive to others
- Good listener

## Knowledge and Experience

- Experience of working within a fitness suite
- General knowledge of Health and Safety practices surrounding fitness suite facility

## Special skills

- Ability to work as part of a team or under own supervision
- Ability to use own initiative
- Communication skills.
- Customer care skills
- Ability to encourage and motivate others
- Organisation skills
- Ability to recognise and resolve any problems which may arise when dealing with all types of customer, including those with specific needs

## General intelligence

- Basic IT knowledge and literacy

## Qualifications

- Y.M.C.A. Fitness Instructor or equivalent
- Official Spinning Qualification or willingness to gain at own expense.
- Desire to further training and career development prospects
- Other fitness related qualifications
- First aid qualification
- Health and Safety qualification

### Circumstances

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Ability to work unsociable hours including evenings, weekends and bank holidays.</li><li>• Ability to travel between sites during the working day.</li><li>• DBS clearance</li></ul> | <ul style="list-style-type: none"><li>• Broader interest relating to sport and leisure</li></ul> |
|--|--|