

JOB DESCRIPTION

Job Title: Health & Fitness Instructor		Ref No:	JE Ref: G247 (2)
Department: Communities	Band: 5	Location: Dumfries	
Responsible To:	Lead Fitness/Team Leader		
Responsible For:			
Job Purpose:	<ul style="list-style-type: none"> • Provide high quality fitness instruction and motivation • Facilitate fitness and sport classes while supervising gym based activities • Membership sales and retention • To be visible to the customer and able to interact and motivate customers in all aspects of fitness needs 		
Main Responsibilities:	<ul style="list-style-type: none"> • To teach or coach various Health & Fitness and leisure & sport activities as required. • To oversee the general safety and behavior of customers to prevent injury, misuse, or, damage to individuals, equipment or the facility. • Must be an excellent communicator and be able to motivate customers to achieve their goals • Excellent professional people skills and be adaptable to change • Must be self driven and competative • To assemble or dismantle equipment as required. • To ensure all Health & Fitness facilities are clean and presentable. • To ensure all activities adhere to Health and Safety procedures. • To undertake any Health and Safety instruction given. • To provide trained assistance to users. • To undertake administrative duties, related to these activities including banking cash, maintaining class registers, writing programmes, monitoring statistics as required etc. • To assist in the preparation and distribution of promotional material for these activities as required. • To undertake staff development as required or requested. • To be a Facility Key Holder as and when required. • To facilitate safe and effective equipment inductions and undertake fitness testing as required. • To assist in actively promoting the DG1 Club Memebrship brand and all other DG1 activities. • To demonstrate the highest standards or customer care at all time and actively assist with sales & retention. • To assist in the delivery and supervision of other activities within DG1 as required. • To commit to the principles of the Quest Quality Management scheme and promote continuous improvement. • To work at other Leisure and Sport facilities as and when the service requires. • To actively commit to the Council's equality and diversity vision statement and associated policies that 'promote fairness and equality and celebrate diversity', in dealing with colleagues, clients and service users. <p>Any other duties commensurate with the level and nature of the post as required by the Service Director of Communitites</p>		

Job Activities:	<ul style="list-style-type: none"> • To undertake health and fitness instruction in studio, gym and other any settings deemed appropriate. • To interact with customers and promote a safe and effective exercise technique to assist customers in achieving their goals. • To work as a team in creating a club atmosphere • To undertake cleaning and maintenance tasks as required to ensure the facilities meet the needs of the service and customer expectations. 	
Performance Management	<p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p> <ul style="list-style-type: none"> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. 	
Prepared by:	John McGauchie	Date: 21/12/2017

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