**Job Description**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Group Fitness Instructor (Casual) | | | Directorate | | Regeneration & Enterprise |
|  |  | | |  | |  |
| Post Number |  | | | Division | | Culture, Leisure & Bereavement Services |
|  |  | | |  | |  |
| Grade | 6 | Salary | £14.36 per hour | | Section | Leisure Services |
|  |  | | |  | |  |

|  |  |
| --- | --- |
| Reports To | Gym Supervisor/ Duty Manager / Centre Manager |

|  |
| --- |
| **Purpose of the Job** |
|  |
| * Instruct group fitness classes appropriate to your qualifacation(s) * Set and return to stores any equipment that may be required * Monitor customers in accordance with relevant health and safety legislation and Leisure centres code of conduct * Promote good customer service |

|  |
| --- |
| **Specific Accountabilities** |
|  |
| * Provide a structured group fitness session relevant to your qualifacation and maintain a high standard of customer service * Report any accident, incidents, faults to equipment or associated areas and complete approriate documentation * Set out and return to store any equipment that may be required observing at all times the correct prodcedures and techniques of moving such equipment and ensuring their safe and correct storage * To ensure that classes do not exceed the maximum levels of participation by monitoring session numbers and reporting irregularities |

|  |  |  |
| --- | --- | --- |
| **Key Accountabilities**   * To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported. * To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner. * In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate. * To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies. * If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style. * To comply with the council’s financial regulation and standing orders * To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group. * Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions. * To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use. | | |
|  |  | |
| Special Conditions | N/A | |
|  |  | |
| Car Allowance | N/A | |
|  |  | |
| Prepared By  (Section/Mgr) |  | |
|  |  | |
| Review Date | 1st June 2022 |