

## JOB DESCRIPTION

Commercial Operations Leisure Services	
<b>POST:</b> Fitness Class Instructor	<b>POST NO:</b> <b>SCALE:</b>
<b>RESPONSIBLE TO:</b> Senior Duty Officer - Health and Wellbeing	<b>RESPONSIBLE FOR:</b> None

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

### **JOB PURPOSE**

The role of Fitness Class Instructor is to design and deliver current, effective and popular group exercise classes within correct guidelines. The role aims to develop and enhance the health and wellbeing opportunities offered within the council.

### **KEY ROLES**

1. Design modern and popular group exercise classes within correct guidelines for health and wellbeing.
2. Deliver professional, safe and engaging group exercise classes.
3. Monitor and evaluate group exercise classes, from a health and safety and income generation perspective.
4. Actively promote exercise classes, offers and opportunities for all fitness suite users.
5. Work alongside a team of gym and exercise referral instructors to contribute towards the effective running of fitness suite facilities.
6. Other

### **KEY TASKS**

- 1. Design modern and popular group exercise classes within correct guidelines for health and wellbeing.**
  - a. Work with the Health and Wellbeing officer and gym instructors to proactively contribute, develop and design modern and popular group exercise classes. To ensure the needs of the fitness suite users and to ensure appropriate income is generated.
  - b. Actively embrace the development of the group exercise classes by researching and reporting on current trends and innovative class ideas to identify areas of improvement.
  - c. Research and monitor best practices within the health and wellbeing industry to ensure correct guidelines are followed in all classes.
- 2. Deliver effective, safe and engaging group exercise classes.**

- a. Deliver professional and engaging group exercise classes inline with the relevant timetable. These should be progressive, fun and safe.
- b. Ensure all classes are positive, motivational and designed to benefit each participant.
- c. Proactively prepare area(s) and ensure equipment is set up to required standard inline with Health and Safety Guidelines (this is accepted as an essential part of the delivery of the session).
- d. Work enthusiastically to ensure the effective delivery and best practice of all group exercise classes.

**3. Monitor and evaluate group exercise classes, from a health and safety and income generation perspective.**

- a. Monitor all exercise classes to ensure they meet relevant health and safety guidelines. Ensure any issues are reported to the relevant duty officer or line manager.
- b. Monitor and evaluate all classes and participants to ensure they are relevant, innovative, engaging and beneficial to each user. Monitor class participation to ensure attendance levels are beneficial to income generation.
- c. Proactively ensure any equipment utilised during classes is clean, in appropriate working order and as you would expect to find it. Report any issues to the relevant duty officer or line manager.

**4. Actively promote exercise classes, offers and opportunities for all fitness suite users.**

- a. Positively contribute towards the development of the Leisure Service Marketing Strategy, helping to maximise the health and wellbeing opportunities available through the group exercise classes.
- b. Be innovative and contribute facts, information, appropriate images and feel good stories to promote and develop the group exercise classes.
- c. Monitor and proactively report any out of date health and wellbeing literature, ensuring effective signposting and advice to support customers in understanding the opportunities available to them.
- d. Proactively advertise all health and wellbeing opportunities to all group exercise class participants, including; membership options, group exercise classes, referral opportunities and other facility offers.

**5. Work alongside a team of gym and exercise referral instructors to contribute towards the effective running of the fitness suite facilities.**

- a. Positively liaise with all gym and exercise referral instructors to ensure all fitness suite facilities are safe and used correctly by all users.
- b. Report any fitness suite issues to the appropriate duty officer or line manager to ensure standards are maintained and enhanced.

**6. Other**

- a. Cross-site working, if applicable, to ensure the overall effective and efficient delivery of all group exercise classes.
- b. Proactively research developments in health and wellbeing standards and methods of best practice to ensure fitness opportunities are relevant and effective.
- c. Maintain and update appropriate qualifications, where applicable, and proactively seek to develop relevant skill sets.

- d. To follow the Normal Operating Procedures / Emergency Action Plan and the set guidance from the specific Governing Body / Qualification for each group exercise class taught.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_