

## JOB DESCRIPTION

Commercial Operations Leisure	
<b>POST:</b> Gym Instructor	<b>POST NO:</b> <b>GRADE: BAND D</b>
<b>RESPONSIBLE TO:</b> 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 Gym Instructor is to monitor and supervise all fitness suite facilities to ensure they are used to their full potential and within correct guidelines. The role aims to develop and enhance the health and wellbeing opportunities offered within BCP Leisure.

### **KEY ROLES**

1. Supervise the fitness suite facilities to ensure all users are exercising safely and effectively.
2. Deliver teen group exercise classes, gym inductions, 1-2-1s and other fitness suite related sessions.
3. Ensure the fitness suite facilities are clean and free of health and safety hazards.
4. Actively promote exercise classes, offers and opportunities for all fitness suite users.
5. Work alongside a team of exercise referral instructors to contribute towards the effective running of fitness suite facilities
6. Other

### **KEY TASKS**

- 1. Supervise the fitness suite facilities to ensure all users are exercising safely and effectively.**
  - a. Proactively monitor the use of all fitness suite facilities to ensure users are exercising safely, effectively and with correct technique.
  - b. Demonstrate correct techniques and positively offer informed opinions and advice, where applicable, to users of the fitness suite facilities.
  - c. Proactively encourage all fitness suite users to use the facilities to their full potential.
  - d. Monitor and report continual misuse of equipment to the applicable Duty Officer and line manager to ensure the safety of all users, in accordance with customer conduct procedures.
- 2. Deliver teen group exercise classes, gym inductions, 1-2-1s and other gym related sessions.**

- a. Work proactively with the Duty Officer -Health and Wellbeing in delivering effective group exercise classes to meet the needs of the fitness suite users and to ensure appropriate income is generated.
- b. Where applicable, embrace and positively deliver group exercise sessions, in accordance with the client's needs, and to the benefit of the regular exercise class programme offered.
- c. Monitor and evaluate group exercise sessions to ensure they remain safe and effective, in accordance with best practices.
- d. Deliver gym inductions to ensure all new and existing customers are offered appropriate opportunities to undertake qualified tuition in correct use of all fitness suite equipment.
- e. Deliver of 1-2-1 sessions with users of the fitness suite facilities to ensure they are using the equipment safely and effectively. Meet the needs of the users by ensuring 1-2-1's are specific, relevant and beneficial.
- f. Deliver other gym related sessions, including; fitness programme reviews, tours of the facilities and demonstrations on any equipment.
- g. Proactively work alongside the leisure facility, where needed, to ensure the effective delivery and best practice of all fitness suite related activity.

**3. Ensure the fitness suite facilities are clean and free of health and safety hazards.**

- a. Proactively clean all fitness suite equipment and wipe down applicable stations at appropriate intervals. Engage with relevant Duty Officers to ensure this is undertaken on a regular basis.
- b. Positively ensure all users are aware of their responsibilities in maintaining the cleanliness of all fitness suite facilities.
- c. Monitor all fitness suite equipment and report any issues to the appropriate Duty Officer or line manager.
- d. Embrace the development of the fitness suite facilities by reporting on current trends and innovative equipment to identify areas of improvement.

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

- a. Be innovative and contribute to the development of the Leisure Service Marketing Strategy and in all meetings helping to maximise the health and wellbeing opportunities available through the fitness suite facilities.
- b. Positively contribute facts, information, appropriate images and feel good stories to promote and develop the fitness suite facilities and the group exercise classes.
- c. Monitor and 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 engaging all fitness suite users, including; membership options, group exercise classes, referral opportunities and other facility offers.

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

- a. Ensure correct and safe use by all fitness suite facilities users.
- b. Proactivity engage with all exercise referral instructors to ensure all fitness suite facilities are safe and used correctly by exercise referral clients.

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