

**Job Title:** Leisure Attendant / Instructor (Deeside)

**Organisation:** Gwella Wales

**Reporting to:** Duty Supervisor

### **MAIN PURPOSE/REASON FOR THE JOB**

To ensure the safety of leisure centre users by providing excellent supervision and monitoring of leisure centre activities. To assist customers using the leisure centre with help and guidance upon request.

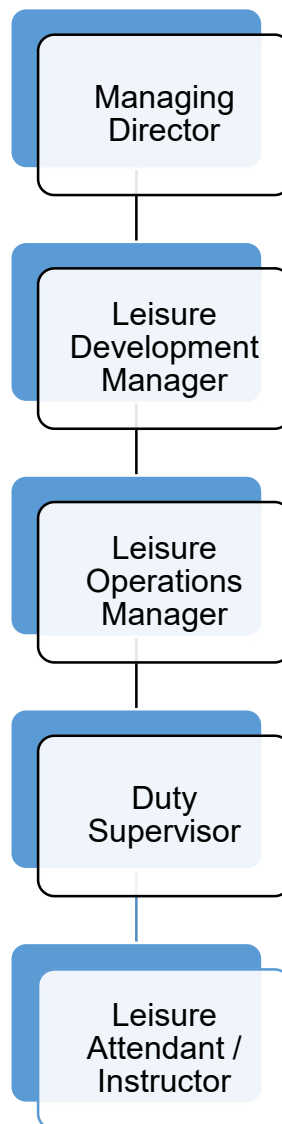
To provide instruction to children and adults in sporting activities.

To support the leisure centre's management team with the day-to-day operation of the facility.

### **MAIN DUTIES & RESPONSIBILITIES**

1. To set up and take down sports equipment and to prepare facilities in readiness for use by the public.
2. To ensure the safety of customers within the leisure centre through excellent supervision.
3. To provide an emergency response and first aid to customers as and when required.
4. To ensure a high level of hygiene and cleanliness is always maintained across the leisure centre.
5. To undertake general maintenance of sports equipment as and when required.
6. To provide instruction to children through a varied programme of sporting activities at Deeside Leisure Centre.
7. To provide information and advice to customers on leisure centre services and activities.
8. To provide cover for colleagues during scheduled breaks from work.
9. To complete daily check sheets in accordance with the leisure centre's normal operating procedures.

## ORGANISATIONAL STRUCTURE



## KNOWLEDGE AND SKILLS

Area	Essential / Desirable	Method of Assessment
<u>Qualification</u> - First Aid at Work qualification (or a commitment to obtain one following appointment, which must be maintained throughout employment) - Good standard of education	E	Application
	E	Application

- NVQ Level 2 in sport and recreation and/or customer care	D	Application
- NVQ Level 2 or equivalent in coaching or instruction	D	Application
<u>Knowledge</u>		
- Experience of working within the sport and recreation industry	D	Application / Interview
- Experience of being part of a sporting team and/or teaching/supervising small groups	D	Application / Interview
<u>Skills</u>		
- Excellent customer care and interpersonal skills to encourage safe practices and to retain existing customers and attract new customers	E	Application / Interview
- Team working - ability to work with others to build a team dynamic and a good atmosphere within the leisure centre	E	Application / Interview
<u>Other</u>		
- Knowledge of, and empathy with, the Welsh Language and culture	E	Application / Interview
- Knowledge of Health & Safety including Control of Substances Hazardous to Health (COSHH) Regulations, cleaning procedures, manual handling and correct lifting techniques	D	Application / Interview