

## JOB SUMMARY

<b>Post Title</b>	<b><i>Health &amp; Fitness Instructor</i></b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>4</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD04</i>
<b>Service Area</b>	<i>Community Services / 1Leisure</i>						
<b>Line Manager</b>	<i>Duty Managers</i>						
<b>Location</b>	<i>1Leisure</i>						

### Job Purpose

To ensure the safe and efficient day to day running of the Tone Zone area making sure all relevant audit and operating procedures are carried out. To ensure a high standard of customer care and health and safety are carried out at all times.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Conducting the induction/personal programme in which you:
  - Teach the customers how to use items of equipment in the Tone Zone gym safely and effectively.
  - Devise an individual exercise programme which takes account of the customer's needs & any medical condition and level of risk.
- Supervising the customer one-to-one when they are performing their personal programme.
- Create exercise programmes for the customers using the facilities.
- Experience in using inhouse computer systems.
- General supervision of all members using the Tone Zones gym, ensuring that they are exercising in a safe and effective manner.
- Cleaning fitness machines as required.
- To regularly inspect all equipment and report any faults to the management team.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role.</i>	<b>E</b>	
Awareness and understanding of the customer's needs.	<i>Experience of working with a wide range of customers and associated health benefits for customers of all ages and abilities within a gym or studio environment.</i>	<b>E</b>	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>experience of working within a Health and Fitness environment. Experience of working with people with disabilities</i>	<b>E</b>	
Safe and competent use of relevant equipment / tools.	<i>Knowledge of a wide range of CV, resistance, and free weight equipment.</i>	<b>E</b>	
Knowledge of relevant health and safety procedures.	<i>Knowledge of safe workout procedures for customers, with the ability to conduct customer inductions and all the safety rules associated with this. Completing customer Par-Q's.</i>	<b>E</b>	
Ability to communicate clearly to build trust both one to one and with groups.	<i>Carry out customer inductions and 1 to 1 training as part of an ongoing fitness programme.</i>	<b>E</b>	
Ability to follow processes, carry out and review procedures, record and monitor information accurately.	<i>Carry out and record weekly H&amp;S and cleaning checks on all machinery in the gyms.</i>		<b>D</b>
Basic literacy and numeracy.		<b>E</b>	
Practical knowledge of ICT systems.	<i>Use of computerised gym Booking software and customer entry systems. Use of Microsoft Outlook and other Microsoft programmes.</i>		<b>D</b>

## JOB SUMMARY

Able to maintain accurate records as and when required.	<i>Record and carry out fitness programmes with clients ensuring they understand their programmes for personal use in the future.</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
GCSE level qualifications or equivalent experience			<b>D</b>
	<i>YMCA Fitness Certificate or equivalent NVQ Level 2</i>	<b>E</b>	
	<i>First Aid Qualification</i>		<b>D</b>
<b>Other Requirements</b>			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
<b>Organisation Structure (optional)</b>			