

JOB SUMMARY

Post Title	Health & Fitness Instructor						
Job Family	Service Delivery	Pay Range	Sc 04	Line Manager to others?	No	Role profile ref	SD04
Service Area	Community Services / 1Leisure						
Line Manager	Duty Managers						
Location	1Leisure						

Job Purpose			
<i>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.</i>			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • Conducting the induction/personal programme in which you: <ul style="list-style-type: none"> • 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			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role.</i>	E	
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 with in a gym or studio environment.</i>	E	
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>	E	
Safe and competent use of relevant equipment / tools.	<i>Knowledge of a wide range of CV, resistance, and free weight equipment.</i>	E	
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>	E	
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>	E	
Ability to follow processes, carry out and review procedures, record and monitor information accurately.	<i>Carry out and record weekly H&S and cleaning checks on all machinery in the gyms.</i>		D
Basic literacy and numeracy.		E	
Practical knowledge of ICT systems.	<i>Use of computerised gym Booking software and customer entry systems. Use of</i>		D

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	<i>Microsoft Outlook and other Microsoft programmes.</i>		
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>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent experience			D
	YMCA Fitness Certificate or equivalent NVQ Level 2	E	
	First Aid Qualification		D
Other Requirements			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
Organisation Structure (optional)			