

**JOB  
VACANCY**

# **AQUA FIT INSTRUCTOR (Group Exercise Leader)**

## **Description:**

Based at Coventry Sports and Leisure Centre, you will be responsible for delivering Aqua Fit classes. The instructor will choreograph and teach members by assisting with particular workout routines.

You will need to ensure the safety of participants before, during, and after each session, by monitoring members during the class and following up with participants once the class is over with.

The successful Group Exercise Leader is required to be dedicated towards their class and take pride in their work. Each class should deliver a positive experience for members, by ensuring it is enjoyable, energetic and varied.

Excellent customer service skills, flexibility and reliability are required in this role.

An Aqua Fit Qualification or equivalent is required.

## **Department:**

Fitness Team

## **Hours:**

Wednesday:

12.15pm – 1.00pm

Friday:

12.00pm – 12.45pm

**Rate:** £18.6832 per hour

## **Closing Date:**

27<sup>th</sup> December 2017

**For more information about the role and an application pack, visit our website at [www.coventrysports.co.uk/jobs](http://www.coventrysports.co.uk/jobs) and complete the main application form.**

Coventry Sports Trust is an equal opportunities employer.  
An Enhanced DBS Check may be required for the successful candidate.



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# Aqua Fit Instructor – Group Exercise Leader



<b>Section / Team:</b> Health & Fitness
<b>Location:</b> Coventry Sports & Leisure Centre
<b>Responsible To:</b> Fitness Operations Manager
<b>Contract Type:</b> Permanent

## Job Description

### Role:

1. To support the provision of the Company's sports, leisure and healthy lifestyle services by providing tuition / instruction whilst leading a variety of Group Exercise Classes.

### Key Objectives:

1. To teach / instruct the Company's Group Exercise Classes to specified levels and standards of tuition, customer service and health and safety.

### Key Activities:

1. Delivers Group Exercise Classes to a diverse, mixed ability customer base.
2. Responsible for the proper running and administration of all classes including the collection of tickets.
3. Ensures that Group Exercise Classes meet the Company's and the Governing Body's performance standards.
4. Looks after the welfare of all customers through observation and appropriate teaching points in line with current 'best practice' recommendations from the appropriate Governing Body or as required by the Company.
5. Subject to qualifications, training and experience, instructs or leads a range of disparate classes, as and when required, in order to meet the Company' programme.
6. Ensures that class routines are updated regularly to provide a progressive, fresh and enjoyable workout.
7. Promotes and develops a positive attitude towards service quality, customer satisfaction and professionalism, ensuring that all customer communications, including the receipt of complaints, compliments and comments are managed in accordance with agreed procedures.
8. Promotes and establishes a culture of 'inclusivity', 'customer care', 'quality service' and 'continuous improvement' among colleagues and within activities, encouraging ideas and suggestions for service improvements.
9. Confronts, challenges and tackles the conduct and behaviour of employees, customers

and other visitors, where not taking action may lead to injury or distress, either directly or through support of manager or other appropriate employee(s).

10. Immediately reports to the Line Manager, Centre Manager or other appropriate employee, all issues of health, safety and welfare that may lead to harm of self or others, or takes remedial action as appropriate.

*Continued*

### **Assessment Notes**

Assessment Codes:

1= Information contained on application form

3= Probing at the Interview

2= Test

4= Documentary Evidence

D = Desirable

E= Essential

### **Selection Notes**

Selection requirements and working methods will comply with the Disability Discrimination Act's requirements to make "reasonable adjustments" and with all other relevant legislation – in particular, equality legislation covering race, gender, marital status and part-time and flexible working, and health and safety legislation covering 'working time' and young and pregnant workers. If you wish to discuss this further, please contact the Human Resources Team on 02476252553.

### **Pre – Employment Checks**

All appointments are subject to the receipt of satisfactory references, and ability to comply with the Asylum & Immigration Act (1996)

### **Other**

The location shown at the top of this document indicates principal location, but successful candidates may be required to work from any location from where the Company currently, or in the future, operates its business.

The Company currently operates from Moat House Leisure & Neighborhood Centre, Coventry Sports & Leisure Centre and Brandon Wood Golf Course.

The duties reflected in this Job Description should be used for guidance purposes only. All employees are required to carry out any duties commensurate to their role and salary.

## Person Specification

### Group Exercise Leader

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Aqua Fit/Group Exercise Leader qualification</li> <li>• Experience of delivering a variety of classes</li> <li>• General knowledge of Health and Safety practices</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT knowledge and literacy</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team or under own supervision</li> <li>• Ability to use own initiative</li> <li>• Good standard of literacy and numeracy</li> <li>• Good communication skills.</li> <li>• Customer care skills</li> <li>• Ability to encourage and motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification</li> <li>• Organisation skills</li> <li>• Ability to recognise and resolve any problems which may arise when dealing with all types of customer, including those with specific needs</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Approachability to staff and customers</li> <li>• Good level of self-motivation</li> <li>• Outwardly enthusiastic and confident</li> <li>• Show a flexible approach to work</li> <li>• Provide support to others</li> <li>• Good listener</li> <li>• Punctual</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to further training and career development prospects.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work unsociable hours/weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel between sites within a single working day</li> </ul>