JOB DESCRIPTION

JOB TITLE: Exercise Instructor          POST NUMBER: SLM280-292

SERVICE/SECTION: Leisure Services    GRADE / SCALE: Coaching Rate
                      Sport & Leisure Management

LOCATION: QPSC/HLC

RESPONSIBLE TO: Duty Officers/ Senior Lifestyles Instructor

RESPONSIBLE FOR: The safety and welfare of participating customers

MAIN PURPOSE OF POST:

The preparation, instruction and delivery of a 'keepfit' class to general members of public to the required standard stipulated by the appropriate governing exercise body. To deliver in accordance with current health and safety regulations.

DUTIES AND RESPONSIBILITIES:

In accordance with the specified keepfit programme, undertake preparation, instruction and delivery of a general public class, in a safe, effective and professional manner.

To give advise as requested to patrons of the class on all matters related to general fitness and exercise.

To collect receipts/tickets on entry to the class, ensuring that all users have paid the appropriate entrance fee.

To be responsible for ensuring that all equipment is set up in a correct and safe manner and any faults reported immediately for rectification.

To update, and constantly review the keepfit programme/routine instructed to the class, to ensure patrons return and interest is maintained.

To keep abreast of all the "new" fitness initiatives on the market, informing management of any such activities that could be promoted further.

To contribute to the marketing and promotion of the aerobics programme.

To develop music routines and provide own CD’s for instruction purposes, appropriate to the class taught, taking into account current legal requirements.
To operate and control, the music centre provided, and be responsible for any radio, microphones and associated equipment used.

To ensure continual improvement and development of personal skills and knowledge.

To maintain qualifications/certification to teach and attend regular update workshops.

To be suitably insured to take relevant exercise classes and annually provide documentary evidence to this effect.

To ensure personal presentation is maintained to a high standard at all times.

To inform management immediately of any accident or incident that requires attention, completing accident report forms as appropriate.

To be fully conversant with the Council’s, Department’s and section’s Health and Safety Policy, and in respect of such be fully aware of the personal responsibilities thereto attached.

Ensure that all codes of safe working practice are adhered to all times, and assist as maybe appropriate with the amendment/introduction of any such practices.

To be conversant with the Council’s wish for a Total Quality Council and the Section’s desire to achieve a full quality accreditation under BS EN/SO 9002 (1994).

To comply with all quality procedures laid down, and assist in the amendment/introduction of any new quality procedures as maybe required.

The postholder must at all times carry out the below mentioned duties and responsibilities in compliance with Borough Council policies/procedures. “To be aware of, and implement, the Council’s Equal Opportunities Policy”.

To undertake any other duties as required which are appropriate to the work of the Leisure Services Department, in accordance with the position of an Aerobics/Fitness Instructor.

**SPECIAL REQUIREMENTS:**

To work as requested on a regular class session, and also to cover for other teachers/instructors according to individual experience and qualification as maybe required.

May be required to work as directed from/at any premise within the organisation/department.

The above Job Description should be read in conjunction with the locally agreed Terms and Conditions of Employment for Sport and Leisure Management Employees.

The scale of the post takes into account the preparation and planning of the programme content,
## PERSON SPECIFICATION

### JOB TITLE
Exercise Instructor (Various)

### SERVICE/SECTION
Leisure Services  
Sport & Leisure Management

### SKILLS/KNOWLEDGE/ABILITIES

**ESSENTIAL**

- Ability to communicate clearly
- Projection of Voice
- Clear demonstrations/instructions
- Ability to gauge level and scope of class, and tailor-make instruction programme to match

**DESIRABLE**

- Knowledge of changing fitness trends/environment

### EXPERIENCE

**ESSENTIAL**

- Previous experience - proven in the instructing of keepfit classes

**DESIRABLE**

### QUALIFICATION/TRAINING

**ESSENTIAL**

- RSA Exercise to Music or equivalent, which have recognised governing bodies
- Public Liability Insurance

**DESIRABLE**

- Personal P.P.L. Cover
- Additional recognised qualification relating to Step; Aqua-Cise, Circuit Training, Aerobics, Spinning etc
- Affiliation to a governing Body e.g. Register of Fitness Professionals