

## Duty Manager Position

### Job Requirements

- RLSS/ IWS Pool Lifeguard Qualification – **Essential**
- Level II Swim Teacher Qualification – **Essential**
- Pool Plant Operator Qualification – Desirable
- Aqua Aerobics Qualification – Desirable
- Gym Instructor Qualification, Repts Ireland Registered – Desirable
- Kettlebells Instructor Qualification - Desireable
- Experience in Instructing Group Fitness Classes
- Excellent Communicator
- Minimum of 2 Years' Experience at Supervisor/ Assistant Management level in a 4\* or 5\* Hotel or Fitness Centre
- Business Development Experience in dealing with successful membership drives
- A bright, innovative person with fantastic people skills and a real 'can do' attitude
- Experience of recruiting, developing and performance managing staff
- Clear understanding of aspects of financial planning
- Knowledge of health and safety and employment legislation and best practice

### Duties and Responsibilities

- To work with the Health & Fitness Club Manager in the running of the facility, keeping activities running in the absence of the Manager.
- Providing clear leadership with regards to compliance with all training and health and safety procedures and requirements.
- To assist in design and promotion of activities to meet customer demand and generate revenues.
- Working with the manager to ensuring the centre fully complies with all relevant legislation and best practice.
- To assist in advertising and promotion of the club to increase usage and membership, which may include market research
- To maintain high levels of customer care, with a particular focus on avoiding loss of existing users
- Recruiting, training and supervising staff, including occasionally managing staff rotas
- Carrying out health and safety checks on the equipment and site
- Handling complaints and incidents, e.g. accidents, emergencies or theft
- Ensuring own and staff members' first aid training is up to date
- Delivering fitness training, assessments and coaching in the gym and fitness class
- Preparing and checking budgets and generating income
- Cashing-up and keeping stock records
- Previous Experience using MRM Fitness & Leisure Customer Management Software.

Please send/email all CVs with Cover Letter to:

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