



## **Trinity College Sports Centre Part Time Fitness Instructor Position**

### **Post Specification**

<b>Post Title:</b> Fitness Instructor/Pool Attendant
<b>Post Status:</b> Casual/Part Time minimum 25 hours per week
<b>Department:</b> Trinity College Sport, Trinity College Dublin, the University of Dublin
<b>Reports to:</b> Duty Manager

**To Note:** Police vetting will be sought in respect of individuals who come under consideration for a post.

### **Post Summary**

The role involves fitness instruction, delivery of classes, advice, programming and supervision, to ensure that Sports Centre members and others gain the full benefit and enjoyment from use of the facilities. Pool duties include lifeguarding, pool exercise sessions and pool plant operations/maintenance. There will be some reception duties, buildings supervision, equipment set up, cleaning and maintenance. The team of 7 Fitness Instructors/Pool Lifeguards also assist with the day-to-day operation of the Sports Centre and other college sports facilities and ensure the safety and wellbeing of all users.

### **Principal Duties: Fitness Instructors/Pool Attendant**

#### **1. Fitness Classes, Gym and Sports Instruction**

- a. Fitness Class instruction to include, spin, boot camp, kettlebells, box fit to name a few
- b. Gym Instruction / programme planning
- c. Group induction / individual appointments
- d. Coordinating & assisting with interdepartmental and recreation programmes
- e. Preparation of reports and collating member information where required
- f. Equipment maintenance and cleaning

#### **2. Pool Duties**

- a. Lifeguarding and supervision
- b. Water treatment and pool plant procedures
- c. Aqua and swim class instruction
- d. Pool maintenance and cleaning

#### **3. Centre cleaning services**



a. To include sports specific areas such as the halls, fitness theatre and pool on a weekly basis. There will be housekeeping staff to attend to general areas.

#### **4. Control of sports equipment/areas**

- a. Daily tidying of sports areas, stores, etc.
- b. Court and /or pool set up
- c. To prepare the centre for bookings/events and maintain facility:
- d. Maintenance and operation of sports equipment e.g. safety checks, fitness theatre, repairs of nets, footballs, etc.
- e. Checks on outdoor facilities to include College Park (Rugby Pitch, Cricket, Soccer Pitch and Pavilion Changing Rooms) and Botany Bay

#### **Other Duties:**

#### **5. Reception desk**

- a. Enquiries, including membership sales
- b. Identity checks
- c. Issue and recovery of locker keys/padlocks
- d. Issue of hire and sales items
- e. Handling of cash; cash register/ computer till/bookings
- f. Telephones
- g. Booking procedures for indoor areas such as tennis & futsal courts, halls, badminton, and outdoor areas, mainly via the computerized bookings system.

#### **6. Building security and supervision**

- a. Maintenance checks
- b. Reporting repairs
- c. Census recording
- d. Use of equipment
- e. Emergency procedures
- f. Health & Safety procedures

#### **7. Miscellaneous duties**

- a. Control of notice boards
- b. Opening and closing procedures of building
- c. Lockers
- d. Lost property



- e. Audio-visual equipment
- f. First aid
- g. Operation & control of other sports facilities

**8. Customer service**

- a. To ensure a high standard of customer care and safety
- b. Dealing with sports clubs, groups and individuals queries

To carry out any other duties that may be required, deemed appropriate to the grade and nature of the post, by the Head of Sport and/or the assistant head of sport.

**Internal Working Relationships**

- Staff and Students of the college
- Officers and staff of the Department of Sport, DUCAC, Grounds staff
- Colleagues of other sports facilities
- Colleagues in University Administration
- Sports Clubs and external groups

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Attainments</b>	Fitness Instructor/Personal Training qualification.	Pool lifeguard certificate
<b>Work Related Experience</b>	One year's fitness instructor experience and the ability to teach group fitness classes – spin, boot camp, kettlebells.	
<b>Skills, abilities and special attributes</b>	Flexible approach to working hours; High customer care standards.	



<b>Interests</b>	Health, Sport and fitness activities.	Awareness of current trends and issues in leisure and recreation industry.
<b>Personality</b>	Pleasant, enthusiastic, energetic and friendly, work well with others and a personable manner.	

### Application Procedure

Candidates should submit full curriculum vitae to include the names and contact details of 2 referees (email addresses and a contact number if possible) together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

Email to Niamh Rudden at [ruddenn@tcd.ie](mailto:ruddenn@tcd.ie).