



# Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

An Roinn Spóirt agus Áineasa  
Department of Sport & Recreation

## **Part time-Casual Fitness Instructor/Pool Attendant**

### **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.

Applicants must hold **both**, valid Irish Water Safety and Fitness qualification.

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

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

- Fitness Class instruction and sports coaching (where appropriate)
- Gym Instruction / programme planning
- Group induction / individual appointments
- Coordinating & assisting with interdepartmental and recreation programmes . Preparation of reports and collating member information where required
- Equipment maintenance and cleaning
- Instruction/coaching in courses

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

- Lifeguarding and supervision
- Water treatment and pool plant procedures
- Aqua and swim class instruction
- Pool maintenance and cleaning

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

- To include sports specific areas such as the halls, squash courts, fitness theatre and pool on a weekly basis but also to include all other areas, e.g. shower/wc's as required. There will be housekeeping staff to attend to general areas.

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

- Daily tidying of sports areas, stores, etc.

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An Lárionad Spóirt, Coláiste na Tríonóide,  
Baile Átha Cliath,  
Ollscoil Átha Cliath,  
Baile Átha Cliath 2, Éire.

#### **Department of Sport & Recreation**

Trinity College Sports Centre,  
Trinity College Dublin,  
The University of Dublin,  
Dublin 2, Ireland.

T: +353 1 896 1812

sport@tcd.ie  
www.tcd.ie/sport



- Court and /or pool set up
- To prepare the center 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 (Tennis Courts and 5-a-side) Other Duties:

## 5. Reception desk

- Enquiries, including membership sales
- Identity checks
- Issue and recovery of locker keys/padlocks
- Issue of hire and sales items
- Handling of cash; cash register/ computer till/bookings
- Telephones
- Booking procedures for indoor areas such as squash, halls, badminton, and outdoor areas, mainly via the computerized bookings system.

## 6. Building security and supervision

- Maintenance checks
- Reporting repairs
- Census recording
- Use of equipment
- Emergency procedures
- Health & Safety procedures

## 7. Miscellaneous duties

- Control of notice boards
- Opening and closing procedures of building
- Lockers
- Lost property
- Vending machines
- Audio-visual equipment
- First aid
- Operation & control of other sports facilities

## 8. Customer service



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- 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 Development Manager Sport & Recreation. 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.

Criteria	Essential	Desirable
<b>Qualifications / Attainments</b>	Nationally recognised qualification in sport/recreation, Fitness & Exercise qualification and a valid Pool Lifeguard qualification	Diploma/ degree in sports related subject; First Aid qualification; Professional award; Sports Coaching Award Pool Plant Operation
<b>Work Related Experience</b>	Experience in the sports/ leisure industry with at least 1 year’s relevant experience; Experience of pool lifeguard and delivering fitness classes.	Experience of providing fitness instruction and/or coaching to the general public; Reception experience;
<b>Skills, abilities and special attributes</b>	Flexible approach to working hours; High customer care standards.	Experience of sport at participation or higher level.
<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.	

**Application Procedure**

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

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

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