

**Job Description for the post of
CASUAL EXERCISE CLASS INSTRUCTOR**

Accountable to: Head of Sports Facilities
Responsible to: Fitness Manager

Main Purpose of the Post

Under supervision of the Fitness Manager provide group fitness instruction, monitor and educate Edge Hill Sport members on fitness and safety. Maintain a safe and enjoyable atmosphere for class participants.

Specific Responsibilities

1. Instruct scheduled classes, beginning and ending on time. Provide adequate warm-up, exercises, stretching, and cool down
2. Instruct members on safe and effective workout methods; explain proper techniques, demonstrate exercises and teach appropriate methods to increase fitness levels for class participants
3. Prepare appropriate equipment, music, and any other teaching aids for each class
4. Assist members, answer questions, and maintain a positive exercise experience for Edge Hill Sport members and class participants.
5. Ensure Edge Hill Sport management are informed of customer and facility needs
6. Ensure adherence to Edge Hill Sport and Edge Hill University standards and policies
7. Any other duties appropriate within the role and in accordance with the Normal Operating Procedure of Edge Hill Sport.

In addition to the above duties all staff are required to:

- Adhere to all Edge Hill University's policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.

- Undertake appropriate training and staff development as required.
- Participate in Edge Hill University's Performance Review and Development Scheme.
- Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- Demonstrate excellent Customer Care in dealing with all customers

Salary: £20 - £25 per class

Hours: Casual when required (including daytimes, evenings and weekends)

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the person Specification attached.

- a) Participate in Edge Hill performance review and development scheme.
- b) Respect Confidentiality. Confidential information must be kept in confidence and not released to unauthorised persons.
- c) Adhere to Edge Hill University policies and procedures and attend appropriate training as required, including Health and Safety.

PERSON SPECIFICATION

JOB TITLE: CASUAL EXERCISE CLASS INSTRUCTOR

CRITERIA: Applicants should provide evidence of their ability to meet the following:

	Essential	Desirable
Qualifications		
A relevant high level fitness qualification or working towards this	*	
Qualifications to instruct fitness classes appropriate to exercise class programme	*	
Additional exercise to music or specific class qualifications		*
A current First Aid qualification		*
Current membership of appropriate professional body		*
Skills/Abilities/Knowledge		
Excellent knowledge of customer care principles	*	
Excellent oral communication skills and the ability to deal effectively and efficiently with people at all levels	*	
The willingness and proven ability to work as part of a team	*	
The ability to organise your own workload and work to deadlines often in a pressurised environment	*	
Able to adhere to Edge Hill Sport policy on confidentiality	*	
To have a flexible and adaptable approach to work	*	
To have an understanding of Health and Safety requirements within a sports and leisure environment	*	
To be able to carry out basic maintenance of studio equipment		*
Significant knowledge of lifestyle issues around exercise such as nutrition	*	
Experience		
Previous experience of working within a fitness facility	*	
Special Requirements		
Commitment to Edge Hill's equal opportunities policy	*	
Willingness to undertake staff training and development as required	*	
Participate in Edge Hill's performance review and development scheme	*	