

Gym Plus Rathfarnham**Name:****Date:****Job Title:** Swimming Instructor

The salary will be reviewed annually within the terms of the Employment Contract and any increase awarded will take effect from 1st January.

Hours of Work:

Hours of work will not usually exceed 20 hours per week, which may be spread over seven days. It must be noted however that the nature of the position may, from time to time, require an employee to work over the specified hours to ensure the satisfactory discharge of their duties and responsibilities.

Responsible To: Swim Manager / Club Manager**The Gym Plus Promise:**

We make every one of our members a promise. Gym Plus is about more than just additional facilities and services. Our culture and brand promise (affectionately known as the 4 P's!) are designed to deliver more than the average gym too

GYM PLUS CORE VALUES**PASSIONATE**

We love what we do. Our energy and warmth is infectious. We inspire others to love the stuff we love, but we don't preach.

PERSONAL

We're welcoming and warm. We make time for everyone. You're on a unique fitness journey and we're there to support you.

PROACTIVE

We think ahead and act before we are asked. We're always looking for ways to improve your membership experience.

POSITIVE

We are glass half full in everything we do and say. We encourage and motivate. We focus on goals and solutions, not problems.

I have read and understand the Swimming Instructor Job description

Name	
Signature	
Date	

The Post – Swimming Instructor

The post will involve instructing children's and adult swimming programs and activities as part of the Gym Plus swimming business development plan.

The post holder will instruct all activities in line with the processes put in place by Gym Plus including the management of swimming classes, health and safety procedures during lessons and in the pool area, pool hygiene and maintenance duties and carrying out any other associated tasks as required.

Post holders will be required to create members who are 'Raving Fans' through exceeding expectations and going the extra mile.

The post will also involve active participation with the front of house manager and Club Manager to help drive swimming lessons bookings through a high level of instruction, good management of the program and adhering to all health and safety procedures and protocols.

MAIN DUTIES

1 General Duties

- Ensure that the impressions members get from the club are constantly positive. Report all maintenance requirements that you may spot, and take general pride in the facilities.
- Supervise all areas within the club to ensure the safety of all users.
- Ensure that the appropriate health and safety guidelines are adhered to at all times.
- Assist in the operation of the club according to the Gym Plus Operations/Business Systems Manual.
- Provide the highest possible standard of service in order to maintain member and guest satisfaction.
- Safeguard the club resources including finance, building, equipment and materials.
- Provide support to all areas/services within Gym Plus.
- To attend ongoing training sessions for all staff and attend weekly meetings.
- Maintain good working relations with all staff at club level and head office.
- Maintain professional standards in all areas of club operation.
- Professional appearance – Gym Plus Uniform and name badge must be worn at all times.
- Perform other duties as may be required from time to time in order to ensure the effective operation of the club.

2 Commercial

- Promote the Gym Plus swim academy programme at all times.
- Promote and sell all other aspects of the facility to members and guests.
- Develop a working knowledge of the local market and key competitors.
- Understand, commit to and deliver the company philosophy and mission statement

3 Administration

- Operation of swimming lessons class record sheets and reporting of any changes to class attendance.
- Ensure that all children are graded in line with the swim ireland learn to swim teaching plan.
- Maintain accurate records of attendance and any issues relating to each lesson.
- Undertake regular checks of swimming lessons equipment and lifesaving/rescue equipment and report any faults immediately.

4 Personal Specification

As a successful member of the Gym Plus Team you will need to be:

- Self-motivated, energetic and highly enthusiastic.
- A skilled team leader who gets results
- Confident with an outgoing personality.
- Approachable, friendly and ready to smile.
- Able to work as part of a team.
- A strong communicator with people of all ages.
- A strong communicator with well developed analytical and organisational skills.
- Highly professional with close attention to detail.
- Reliable and trustworthy

Special Notes:*Career Progression:*

Interchangeability with other posts will enhance career prospects and personal development as the Club expands and diversifies.

No Smoking Policy Statement:

Gym Plus acknowledges that smoking is harmful to health, is not consistent with the company Mission Statement and causes discomfort to non-smokers. For these reasons it is not permitted in or directly outside company facilities.

Equal Opportunities Policy:

Gym Plus is an equal opportunities employer. The company policy is designed to ensure that no employee or applicant suffers discrimination for reasons of gender, sexual orientation, religion, age, race, family status, marital status, disability or membership of the traveller community.