
	Fitness Instructor	Doc Reference No.	Sport/TZ /02
Author:	HR Generalist	Revision No.	02
Approved by:	HR Manager	Approval Date:	2021


JOB DESCRIPTION	
Job Title: Fitness Instructor	Contract: Temporary Part Time
Job Location: Campus Fitness, Snugborough Road, Blanchardstown	
Reports to: Gym Manager	

JOB PURPOSE
<p>To deliver market leading health and fitness programmes to all members and customers, across a range of facilities at the National Sports Campus, including the Campus Fitness gym and the Sport Ireland National Indoor Arena. Our fitness instructors are expected to consistently deliver engaging, progressive and exciting programmes and classes that ensure our members reach their fitness goals. We are looking for experienced fitness instructors that understand the latest fitness trends and understand the needs of individual customers.</p>

Responsibilities	Tasks
Fitness programmes and class delivery	<ul style="list-style-type: none"> • To plan, lead and deliver exciting, engaging and fun classes to members of members of the Campus Fitness gym and the Sport Ireland National Indoor Arena. • To be up to date with current fitness trends and implement into class routines. • Regularly review, report and reflect upon classes, attendance figures and develop new ideas to ensure continuous improvement of the class programme and delivery. • Actively contribute to the development of seasonal class timetables. • Develop creative ideas to improve members' experience of programmes and classes at the Sport Ireland Campus. • Assist and at times, lead, the Health and Fitness teams calendar or programmes and events.
Member interaction and engagement	<ul style="list-style-type: none"> • Deliver high standard assessments, inductions and individual programming for members, including; delivery of re-assessments, body measurements and client follow up.


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	<ul style="list-style-type: none"> • Follow the company's retention strategy around member interaction. • Contact and schedule new members for assessments and inductions. • Help our members set achievable and progressive fitness goals. • Continuously motivate and inspire customers to achieve their fitness goals. • Engage regularly and positively with all members of Campus Fitness and users of the NIA. • Promote member interaction through monthly challenges, classes and awareness raising campaigns. • Motivate all members to utilise the range of programmes available to them across the Sport Ireland Campus. • Act as a positive role model for people wanting to lead an active healthy lifestyle. • Respond to customer queries in a professional and timely manner, offering market leading customer service at all times.
Administrative and Reporting	<ul style="list-style-type: none"> • Complete various administration related tasks including class participation reports and member progress reports. • Use the <i>flex maintenance</i> system to report any equipment or facility related issues. • Complete opening and closing procedures when necessary. • Attend team meetings and other employee related events/meetings. • Feedback to your line manager any concepts/ideas that will improve the customers' experience of the Sport Ireland Campus.

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	<ul style="list-style-type: none"> • Successful completion of other projects/tasks as assigned by the Gym manager such as gym challenges, member nights, class development, charity events.
Health and Safety	<ul style="list-style-type: none"> • Ensure that the companies health and safety policies and processes are being adhered to at all times. • Report any health and safety issues in an efficient and timely manner. • Highlight any potential health and safety issues you may foresee. • Ensure the companies Safeguarding and Protecting children policy is being strictly adhered to. • Ensure the health and safety of all customers by correcting technique and carrying our regular equipment checks. • Ensure the very highest standards and best practice are delivered at the Sport Ireland Campus
Technical Responsibilities	<ul style="list-style-type: none"> • Ensure all gym, gym instructor and individual classes qualifications are maintained and re-certified as and when required. • Continuously developing skills via class practice and updating knowledge within the industry. • Possessing a clear interest and desire to forge a successful career in the health and fitness industry.

The above contains the main outline of duties. However, it's inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to undertake all other reasonable duties as requested by management.

			
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JOBHOLDER ENTRY REQUIREMENTS:

Knowledge (Education & Related Experience):

Essential Criteria


- A NCEF, NCEHS, ITEC or similar qualification in Fitness Instructing
- A NCEF, NCEHS, ITEC Level 3 or similar qualification in Personal Trainer
- A current Spinning or Indoor Cycling Certificate
- Exercise to Music Certificate
- Nutrition and Weight Management or Equivalent
- First aid certificate
- Previous experience in the Leisure Industry
- A current Boxercise qualification
- Strength and Conditioning Qualification

Desirable Criteria

- BACPR Exercise Instructor a distinct advantage
- Pump Instructor
- Zumba Instructor
- Yoga and/or Pilates Certification
- REPs accredited
- Current qualifications in variety of classes including Pump, Zumba, Boxercise Aerobics and TRX an advantage

Key Skills

- Excellent interpersonal and communication skills
- Time management ability to prioritise

			
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- Motivational – ability to encourage and energise
- Computer skills such excel, word, power point.
- Fitlinx experience would be an advantage
- Ability to take and follow instruction

Key Behaviors

All employees must reflect the company's core values in their behaviour.

Excellence

- Always looking for ways to improve
- Accept responsibility to drive improvements
- Demonstrate professionalism and have expectations of our own performance and that of others
- Demonstrate a commitment to teamwork
- Adopt a positive approach to change

Respect

- Treat others as we would like to be treated
- Value different cultures and beliefs
- Display respect for and awareness of individual differences
- Seek out, listen and respect the ideas and opinions of others
- Engage in honest and direct communication at all levels in the organisation

Integrity

- Show accountability for our decisions and actions
- Develop and encourage open and honest work practises
- Take personal responsibility for our actions
- Deliver on actions we have promised

Customer focus

- Research and fully understand our customers' needs
- Do the ordinary things extraordinary well
- Go beyond what is expected by every customer
- Surprise ourselves with how much we can do