

DETAILS OF A POST

SECTION A : JOB DESCRIPTION

1. ASSOCIATION: BOURNEMOUTH YMCA
ADDRESS: DELTA HOUSE
56 WESTOVER ROAD
BOURNEMOUTH
DORSET BH1 2BS
TEL.NO. - (01202) 290451
2. JOB TITLE: THE JUNCTION SPORTS AND LEISURE CENTRE
RECREATIONAL APPRENTICE ASSISTANT / LIFEGUARD
3. RESPONSIBLE TO: THE JUNCTION SPORTS AND LEISURE CENTRE
SWIMMING POOL MANAGER
4. JOB PURPOSE: To be involved in the successful operational running of the Centre, ensuring all procedures and systems are strictly adhered to.
- Specific responsibilities may vary though a typical shift will include lifeguarding duties, sports changeovers in the hall / studios, assisting in the Dryside and Wetside based junior coaching programme, general cleaning and housekeeping and may from time to time include café/bar duties once training has been given.

5. MAIN RESPONSIBILITIES

- Lifeguarding duties ensuring all procedures/systems are strictly adhered to at all times for the safety of public/users/members and of course other staff members
- Altering of the various halls and studios for the next required sport/activity booked
- General housekeeping duties as directed by Management covering stores, fire-exits, public areas, changing rooms, toilets etc..
- Assisting in the Café and Bar areas where and when required
- Assisting in dryside and wetside coaching as instructed. This can range from Football, Dodgeball, Badminton, Obstacle Courses, Basketball to the Wetside Swimming Teaching Programme from babies to approx. 12/14 year olds
- Assisting and taking the various Children's Parties that the centre offers. An outgoing personality and plenty of energy required!

In addition to the job set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Bournemouth YMCA.

6. SCALE AND IMPACT

7. DISCRETION TO ACT

He/she will be directly responsible to the Manager on Duty for each shift.

8. ENVIRONMENT

The Association's Programmes facilities currently consist of an extensively equipped fitness suite, sports hall, a day care nursery, various letting rooms, the Junction Sports and Leisure Centre, and three off-site youth and community /children's work centres. Work will be based predominantly at the Junction Sports and Leisure Centre but may at certain times involve 'off site' responsibilities/hours which will benefit the individual in terms of experience and new opportunities.

9. RELATIONSHIPS

Internal - The person appointed will work closely with other Activity Assistants as well as the Manager on Duty each shift. Other Heads of Department will also be liaising with you as and when required.

External - The person appointed will be expected to develop positive relationships with the various customers/members/children using the centre each and every day.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS

No formal qualifications are required for this post, though it may be expected from you that you obtain/pass a Pool Lifeguard Qualification. The course fee will be reimbursed three months after successful completion / start date.

2. EXPERIENCE

Experience in some kind of sporting / health setting would be advantageous but a positive, focused and ambitious personality and attitude is a must!

3. ABILITIES AND SKILLS

- A positive attitude
- Good work-ethic with attention to detail in everything you do being required/expected
- Ambitious to climb the career ladder in this Industry
- Good time management and personal organisational skills.
- A passion for Sport, Health & Fitness in some part/area
- Energetic / Polite / Good Manners
- Neat Personal Presentation
- Good communication skills, both oral and written and presenting oneself
- Able to work under one's own initiative
- Ability to work as part of a team also

4. PERSONAL

The YMCA is a Christian organisation and the worker must be fully supportive of the Association's Aims and Purposes.

There is a necessity to be able to perform well in a team environment and the worker will need a flexible 'can do' results driven approach and attitude to tasks and workload.

SECTION C: TERMS AND CONDITIONS

1. SALARY

Minimum Apprenticeship Wage For First Three Months With Hourly Additional Increments Available Following Successful Review/Progress Meetings Every Three Months Within The Twelve Month Period Contract.

2. HOURS OF WORK

Approx. forty hours across five days per week, with the recognition that flexibility is very much required in this Industry

3. PAID LEAVE ENTITLEMENT

5.6 weeks

4. SICK PAY PROVISION

There is currently no sick pay entitlement with this post.

5. PENSION ENTITLEMENT

After three months employment the worker will be eligible to join Bournemouth YMCA's elected stakeholder pension scheme. His/her line manager should be asked to provide details.

6. PERIOD OF NOTICE OFFERED AND REQUIRED

One month is required by both parties.

7. CONDITIONS OF APPOINTMENT

The employment will be subject to satisfactory references. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986. Contribution towards any removal expenses will be considered.

8. IN SERVICE TRAINING

The person appointed will be expected to participate in In-service Training Modules as deemed appropriate by the General Manager for which budgetary provision will be made.

9. MISCELLANEOUS

The Pools Manager will be responsible for carrying out regular work reviews with the postholder who in turn will be responsible for the regular work reviews of his or her staff.