**DETAILS OF POST**

SECTION A: JOB DESCRIPTION

1. ASSOCIATION: **YMCA BOURNEMOUTH**

2. JOB TITLE: **Fitness experience trainer (Grade 1), DBS level Basic**

3. RESPONSIBLE TO: Deputy manager

4. JOB PURPOSE: To be a multifunctional team member, who can be competent, proactive and assist our guests and members in their fitness journey with passion and drive.

Words such as **employee** and **worker** are used here interchangeably and are not considered determinative of employment status.

5. MAIN RESPONSIBILITIES

The role has a statutory, occupational requirement to ensure the safety and welfare of all children, young people and adults at risk using our services. The post holder will take responsibility for ensuring safeguarding children, young people and adults at risk is a priority and follow both YMCA safeguarding policy and BCP Safeguarding Children Partnership and Dorset Safeguarding Children Partnership statutory guidance.

1. To ensure the safety and welfare of all guests and members using our services.
2. To provide an exceptional experience for all members and visitors to the club.
3. Teach gym floor/studio classes when required.
4. Make sure changing room and sauna/steam room checks are done every hour and tidied if needed.
5. To assist in the day-to-day tasks set out on our daily FOH sheets.
6. Ensure clean, safe and functional gym equipment and studio areas at all times.
7. To inform the deputy managers of any cleanliness or facility issues that arise and address imminently.
8. To report events during the shift period through communication and shift handovers.
9. To ensure that all Health & Safety procedures are adhered to and any faults to be reported immediately to HOD’s and relevant YMCAB team.
10. To attend Team meetings where necessary.
11. To attend any relevant training advised by the deputy manager.
12. To know and carry out correct procedures regarding Health and Safety, Fire Safety, First Aid, Accident reporting, compliance.
13. To be confident with the opening and closing procedure to ensure club security, money security and your security.
14. To be fully trained in our banking process.
15. To be confident with tours and the joining process for new members.
16. Be familiar with and effectively use our EZ runner database.
17. To handle emergency situations in relation to buildings in an appropriate manner.
18. Be a minimum of Level 2 fitness instructor qualified.
19. To carry out gym inductions for our new and existing members.
20. Ability to be self-motivated and proactive in all duties, to use initiative day to day in your role.
21. To be an effective communicator, approachable and friendly.
22. To promote the YMCAB charity in a professional way, invoking the ethos of mind, body and spirit into your daily practice in your workplace.
23. To be a positive influence on members, guests, and staff experience within the facility.

***In addition to the job set out in this job description the employee 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 YMCA Bournemouth.***

6. SCALE AND IMPACT

The worker will have responsibility during his or her working hours for the safe day-to day running of Bayside Fitness Club Facilities, including, but not limited to, cleaning, desk management, membership management and teaching gym floor classes.

7. DISCRETION TO ACT

The worker will act according to his or her job description and in accordance with YMCA Policy. He/she will report to the assigned Manager.

8. ENVIRONMENT

YMCA Bournemouth is a registered Christian charity that has been in the community for almost 145 years.  We provide local services and projects that give children, young people and adults (particularly the most vulnerable) the compassion they need today, the hope for a better future and the faith to achieve it. We are inspired by our Christian foundations to work across a variety of areas, with the aim of transforming lives and communities so that together, everyone can belong, contribute and thrive.

Accommodation & Support - We are a supported needs’ Housing Association, with most of our residents needing short term intensive housing management and support. Occupying hostel rooms, shared houses and self-contained flats in a variety of locations, we offer personal support, life skills, counselling, keywork, advice and guidance and an array of additional services to aid move on to independence and a positive long-term future.

Family Work –We are commissioned to work in Family Hubs, with local families, children and young people helping to deliver effective and impactful support and quality services that secure positive outcomes. We also run our highly regarded Teddys Pre-school, with a speciality in supporting SEN and run a Child Contact Centres from various sites enabling children to have contact with their non-resident parent and other family members in a neutral, safe environment through supervised, supported or handover sessions.

Health & Wellbeing – We work in health and leisure with thousands of members using our facilities at any time for swimming, working out in our gyms, using our sports halls and other facilities.  We also have a small gym and sports hall at our Westover Road facility that is one of the first gyms in the country, here we offer public memberships and also a specific fitness service for those with various support needs in our accommodation and have now taken on Bayside Fitness Club in Fleets Lane.   In the school holidays we offer a range of holiday clubs. We also run a Christian retreat and activity centre in Studland for up to 32 people to get away for a self-catering break.

Training & Education – As well as providing training and education to our clients such as young people, families, hostel residents; we offer various professional training courses to local business, Churches and anyone in the community, including First Aid, Health & Safety and Safeguarding. We also offer several community venues/conference centres/rooms for hire.

Support & Advice – We run several youth centres in the region, we run ‘Chatterboxes’ groups for young people with disabilities and we work to inspire, train, mentor and support young people to empower them for life and to lead in the challenges of their generation. We have a Chaplaincy team working across all areas of the YMCA, serving the spiritual needs of our staff and community.  We also have a professional BACP accredited Counselling Service for our clients, staff and the local community.

# SECTION B: PERSON SPECIFICATION

* Ability to adapt and work for the needs of the business.
* Ability to relate to members and guests within a gym environment.
* Effective communication skills and ability to hold conversations with guests and members.
* Able to work under one’s own initiative and efforts.
* Ability to work as part of a team.
* To be positive, motivational, approachable, and friendly.
* Must have at least a level 2 in gym induction.
* Great time management

October 2024

Name/Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_