

Job Description

Job Title: Sessional and Summer Instructor

Responsible to: Senior Instructor

Job Description: To deliver activity sessions to LOPC client groups

Roles and Responsibilities:

1. To instruct LOPC activities to groups, centre users, and clients in accordance with National Governing Body and LOPC guidelines.
2. For summer staff to assist the Activity Co-ordinator with the delivery of the Summer Holiday Scheme service provision.
3. To undertake appropriate LOPC training or external training in order to fulfil the requirements of the job.
4. To provide high quality sessions ensuring all centres policies and procedures are adhered to at all times.
5. To report any faults with equipment or incidents that may have occurred during the sessions to the Centre Manager.
6. If necessary to administer first aid and complete written recording of treatments, incidents or near misses.
7. To ensure that all equipment used is stored correctly at the end of the sessions.
8. On occasion for summer staff to camp overnight and assist with the evening entertainments for summer scheme residential groups.
9. For summer staff to help with cleaning and maintaining the centre as and when required.
10. To be responsible for keeping personal National Governing Body awards, memberships and other coaching pre-requisites up to date and ensure that copies are provided to LOPC.

December 2009



Approved Centre for Climbing,
Trekking and Water sports
No. L7574 – R0628



INVESTOR IN PEOPLE

Registered Charity Number 1074671



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CENTRE