

## Job Description

**Job Title:** Activity Instructor

**Responsible to:** Senior Instructor or Deputy Manager

**Job Description:** To deliver activity sessions to LOPC client groups

**Principal accountabilities:**

### 1. To deliver activity sessions:

- Instruct LOPC activities to groups, centre users, and clients in accordance with National Governing Body and LOPC guidelines.
- Assist the Activate Co-ordinator with the delivery of the after school club and holiday scheme provisions.
- Provide high quality sessions ensuring that all of the Centre's policies and procedures are adhered to at all times.

### 2. To be responsible for the Health and Safety of self, other staff and Centre users:

- Report any faults with equipment or incidents that may have occurred during the sessions to the Centre Management.
- If necessary administer first aid and complete written records of treatments, incidents or near misses.
- Support Centre management with the checking of equipment and accurate recording of these checks.

### 3. To ensure the Centre facilities and equipment are of the highest standard:

- Ensure that all equipment used is well maintained and stored correctly at the end of the sessions.
- Help with cleaning and maintaining the Centre as and when required.

### 4. Other tasks:

- Act as Duty Officer when needed, adhering to the Duty Officer procedures when opening or locking up, and dealing with clients, centre users and visitors.
- Undertake appropriate LOPC training or external training in order to fulfill the requirements of the job.
- 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.
- Any other reasonable duties that may be requested by the Centre Manager or the Trustees.

**November 2013**



Approved Centre for Climbing, Trekking and Watersports No. L9068/R0628

