



Romford YMCA

Job Title Group Physical Activity Co-ordinator (Junior & Adult Sports and Group Exercise)

Responsible To Community Health & Wellbeing Manager

Responsible For Approx 30 Instructors – Payroll & Freelance

Background

Romford YMCA is a Sports and Community Centre and a Housing provider with Christians at its centre. The YMCA was founded in 1844, and the YMCA in England buildings on a history of providing a place for young people to find acceptance, community and activity. All YMCAs are autonomous and affiliate to the National Council of YMCAs who represents the YMCA movement in England, via YMCA England.

All staff working at Romford YMCA are required to be in sympathy with the Christian Aims and Purposes of the YMCA, as expressed within our Ethos Statement. Staff are also required to contribute to building an environment and climate of trust within which all individuals can develop in 'Body, Mind and Spirit'.

Job Purpose

To manage and enhance the group exercise and junior & adult sports areas of the YMCA fitness provision, with responsibility for retention and growth of the areas of responsibility. To work alongside the member relations team to ensure our activities are promoted and marketed as appropriate. To develop the relationships that the YMCA has with external parties making us the first choice provider for community physical activity. Ensure an excellent standard of service is delivered by all instructors at all times and that all areas of use and equipment are maintained and clean for its purpose to a very high standard. Ensure customer feedback about the areas of responsibility are dealt with appropriately and passed to line manager when required. To take part in classes and sporting activities from both a participants and deliverance perspective as and when appropriate.

Duties and Responsibilities

- To manage the instruction and encouragement of YMCA members and users in all areas of group exercise and sporting activities that are applicable and appropriate to the individual's needs.
- To constantly review all group activities, including attendance, viability and finances and to make recommendations for any changes.
- To be an active participant in the promotion and development of group activities including all sales and marketing protocol.
- To ensure that the space available is used to its maximum.

- To manage the department's Income, Expense and Wage budgets effectively
- To manage all staff in the department (Payroll and Freelance) including supervisions, payroll, holidays, sickness, and delivery of Insync standards.
- To act in a professional and responsible manner at all times whilst in the YMCA, and to contribute to the creation of a climate of mutual trust
- To attend internal and external meetings and courses as and when required or deemed necessary.
- To effectively manage and maintain all relevant equipment
- Where necessary, to ensure that any problems, breakdowns etc. are reported and that the Maintenance Staff are informed for prompt action in order that the levels of customer care is maintained.
- To be actively involved in the compilation of the FAWB departments relevant INSYNC standards and be aware of the content of the 9 Core Standards.
- To ensure that YMCA Policies and Procedures are adhered to at all times.
- To ensure that Health & Safety Standards are maintained at all times.
- To be presentable, punctual and approachable at all times.
- To carry out any other tasks deemed appropriate and necessary by the Community Health and Wellbeing Manager.

Person Specification/Key Competences

The post-holder will be expected to demonstrate the skills, knowledge and behaviours outlined in the Romford YMCA Management and Supervisor Core Competencies document, at a level appropriate to that which they are operating. In addition, the following specific knowledge, experience and skills are required for this post.

Knowledge

- First Aid
- Relevant group exercise and sporting qualifications.
- Child protection certificate would be beneficial.

Experience

- Similar work type experience.

Skills/Abilities

- Excellent customer service skills
- Good motivator and leader
- Good numeric and literacy skills
- Good IT skills, including the use of Gladstone MRM software
- Creative and innovative specifically relating to the physical activity environment