



JOB PROFILE

Job Title: Assistant Community Sports Supervisor

Post No: tbc

Responsible to: Community Sport Manager

Overall Purpose of the Job:

Carry out duties to support the operation of the facility, promoting good customer relations and assisting in the provision of a high quality service in accordance with MCSC's policies, procedures and financial regulations. Work to the expected levels of competence and to the professional standards expected based on the qualifications held.

Principal Accountabilities:

1. Ensure users adhere to the MCSC conditions of use, to enhance their enjoyment of the facility and to prevent injury, misuse or damage.
2. General duties including, setting out and dismantling of equipment, taking bookings, cash handling and general site maintenance, including cleaning.
3. Providing basic and specific coaching instruction in a variety of leisure and sports activities and programmes. This may include primary school PE and general school sports, junior coaching programmes, adult coaching programmes, fitness classes, and holiday activity programmes with a range of age groups.
4. Where required, act up to Supervisor level, for purposes of staff cover.
5. Any other duties and responsibilities deemed appropriate to the grade and level of responsibility of the post.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of the responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees.
3. The above duties may involve having access to information of a confidential nature which may be covered by GDPR legislation. Confidentiality must be maintained at all times.