

Community Sports Assistant

Title: Assistant Community Sports Supervisor / Officer

Salary Grade: NYCC Grade D – SCP 4

Contract Type: 2 year fixed – with option for post to be made permanent

Responsible to: Community Sports Manager

General Description: Carry out duties qualified to deliver in a competent manner in order to support the operation of the facility. Promote good customer relations and assist in the provision of a high quality service in accordance with MCSC's policies, procedures and financial regulations.

Summary of Key Tasks:

1. Responsibilities/Key Tasks	
1.01	Supervision of users to enhance their enjoyment of the facility and to prevent injury, misuse or damage.
1.02	General duties including, setting out and dismantling equipment and simple maintenance, taking bookings, cash handling, customer services, use of the online booking platform and website.
1.03	Providing basic instruction in a variety of leisure and sports activities – Holiday Programmes, Primary School Programmes, Malton School PDA Activities, Fitness Classes – qualifications and experience dependent.
1.04	Ongoing organisation, running and development of in house programme, such as the Indoor Netball League and Summer Rounders League
1.05	As and when required - Act as Shift Supervisor and be responsible for the safe operation of the on site sports facilities and the organisation and supervision of any casual sports assistants, where needed. – limited periods only
1.06	Any other duties and responsibilities appropriate to the grade and level of responsibility of the post.
2. General Information	
2.01	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of the responsibility.
2.02	The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety of all employees. Therefore it is the post holder's responsibility to take reasonable care in terms of the health, safety and welfare of themselves and other employees in accordance with legislation.
2.03	The above duties may involve having access to information of a confidential nature which may be covered by GDPR legislation, and by Part 1 of schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
3.10	Work within the guidelines of safeguarding and act as a responsible safeguarding officer within the staffing team.
<p>The above list of duties and responsibilities is neither exclusive nor exhaustive and is subject to amendment to reflect changing circumstances. Any such amendment will be subject to negotiation.</p>	
3. Aptitudes	
3.1	Communicate effectively with staff, students and customers.
3.2	Work well under pressure.
3.3	Prioritise and plan to ensure completion of tasks.
3.4	Take initiative and work independently.

3.5	Participate in CPD, training and other learning activities as required.
3.6	Be polite and patient with members of the public
3.7	Have an understanding and commitment to the development of sport at all levels.
3.8	Work well as part of a team.
3.9	Willingness to work evenings and weekends.
4. Skills	
4.1	Organisational skills.
4.2	Coaching and instructional skills.
4.3	Problem solving.
4.4	Practical skills.
4.5	Basic I.T. skills.
4.6	Motivational skills.
4.7	Communication skills.
5. Characteristics	
5.1	Excellent attendance record.
5.3	Committed to achieving success.
5.4	Willingness to be flexible and proactive to meet the best interests of the Sports Centre.
5.5	Self-motivated.
5.6	Team worker.
5.7	Ability to remain calm, positive and enthusiastic when under pressure.
5.8	Ability to embrace change.
5.9	Willingness to work evenings and weekends.