**Job title:** Sports Assistant

**Salary:** £22,746.34 per annum

**Grade:** YCL B1

**Hours of work:** 37 hours per week

**Contract type:** Open

**Reporting to:** Duty Manager

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**Why work for YCL?**

York Sport is responsible for the University of York’s sporting estate and for delivering University and community facing services in support of our mission to ‘inspire activity’

With support of key stakeholders over £16m has been invested in the ongoing upgrading of facilities that include our £9m Sport Village, regional standard athletics stadium, sports arena and many other sport and fitness facilities.

We continue to work alongside our many partners as we seek to maximise opportunities and high-quality services, through our high-quality team and environment that we are justifiably proud of.

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**Main purpose of this role**

- To supervise the security and safety of all users of the York Sport Village ensuring their enjoyment in all areas of the facility including swimming pools
- To provide safe, quality, customer focused service through the preparation of activities delivered in a professional manner, ensuring high quality of service is provided to facility users including pool members and visiting non members
- To fulfil wide ranging practical duties including lifeguarding and responsibility for maintaining the York Sport facilities to a high standard of cleanliness and hygiene at all times

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**Key responsibilities and duties**

- Working within Safe Codes of Practice, Emergency Procedures and the recognised Health and Safety and Equal Opportunities Guidelines
- To have a clear knowledge of all bookings activity, schedules, courses, prices, memberships, offers and other relevant information in order to provide advice and information on the services provided to all customers in a manner that positively projects York Sport
- To maintain a vigilant watch of the swimming pool areas in accordance with the operating procedures and take necessary action to ensure the safety of all pool users and staff
- To comply with the Pool’s Health and Safety procedures at all time
- Perform inspection and storage of pool safety, pool and non pool equipment including rescue aids and alarms in accordance with the operating procedures
- To assist the Duty Manager with any tasks involved in the operation of swimming pools including water testing and pool plant operation
- Attend regular Lifeguard training sessions to ensure ongoing personal development and compliance of the requirements of the National Pool Lifeguard Qualification
Job title: Sports Assistant

Key responsibilities and duties continued

- Preparing all indoor and outdoor sport and leisure facilities for use, including setting-up and taking down and storing equipment as necessary
- To check the safety of equipment in areas of responsibility and report any damage or malfunction of equipment, plant or building fabric to the Duty Manager immediately after discovery
- To undertake regular cleaning duties when not on poolside to ensure that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times
- To administer first aid as appropriate ensuring all Accidents and Incidents are reported correctly and assisting with any emergencies that may occur
- To assist in the opening and closing of the facilities when required and assist in monitoring the security of the premises at all times
- To contribute to security, care and maintenance of equipment and fabric in all York Sport facilities and to perform routine checks of customers’ receipts to ensure proof of payment for entry to all indoor and outdoor facilities
- To undertake regular building checks paying particular attention to customer safety, facility operation, security, cleanliness and hygiene and to ensure maintenance problems are logged in accordance with established guidelines and with immediate remedial action taken using the appropriate procedures
- To undertake any training requirements as suggested or required in order to remain up to date with current legislation
- To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner
- On occasion to assist with reception/sports assistant duties either in York Sport Village and York Sport Centre and thus assist with collecting and handling cash, computerised booking and membership system, and cash register operation
- To assist in all areas where appropriate qualifications are gained such as for example; in fitness suite and swimming lessons

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
### Job title: Sports Assistant

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<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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| **Qualifications**   | ● Educated to GCSE level.  
                       ● First Aid Qualification. | ● National pool lifeguard qualification (to be obtained within 6 months of employment)  
                       ● Ability to work to gain pool plant qualification.  
                       ● Recognised Fitness Instructor Certificate or willingness to qualify as such.  
                       ● Swimming teacher/instructor qualified  
                       ● Pool plant operation |
| **Knowledge**        | ● Basic understanding of health and safety regulations and safe working practices  
                       ● Knowledge of CPR and emergency medical procedures  
                       ● Skill in application of lifeguarding surveillance and rescue techniques | ● Basic understanding of sport and facility requirements for core sports |
| **Skills/abilities/competencies** | ● Good interpersonal and communication skills  
                       ● Excellent customer care skills  
                       ● Excellent communication skills when working within a team and dealing with customers  
                       ● Ability to stay calm and to react effectively when under pressure and when in emergency situations.  
                       ● Strong swimmer  
                       ● Computer / IT skills – Microsoft Word / email  
                       ● Good physical condition as to carry out rescues required as a lifeguard | |
**Job title:** Sports Assistant

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>● Working within a customer focused service industry</td>
<td>● Previous experience as a lifeguard</td>
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<td>● Experience within a leisure based environment</td>
<td>● Cash handling experience</td>
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<td></td>
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<td>● Working with a computerised bookings system</td>
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<td><strong>Personal Attributes</strong></td>
<td>● Self motivated and enthusiastic</td>
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<td>● Commitment to team working and respect and consideration for others.</td>
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<td>● Be able to demonstrate professionalism in actions, behaviour, communication and appearance</td>
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<td>● Flexible approach to the hours of work with the ability to cover shifts as required including early mornings, late evenings and weekends.</td>
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<td>● Strong interest in and understanding of sport &amp; leisure activities</td>
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<td>● Candidates are required to obtain and maintain a satisfactory DBS check</td>
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