

Job Description

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| Position: | Activity Instructor |
| Location: | Barnston, Wirral |
| Hours of Work: | As Agreed hours with flexible working hours. This will include weekends and shift work |
| Reports to: | Activity Coordinator |

Purpose & Scope of Role:

- Deliver a range of activities in accordance with planned bookings
- Take responsibility as directed by the Activity Coordinator

Key Tasks:

- To provide consistently high standards of visitor care at all times when welcoming visitors to the site.
- Deliver a range of activities as directed by the Activities Coordinator and Centre Manager.
- Adhere to the relevant legislation and safety regulations.
- Ensure equipment and facilities are safe and that Centre users are aware of and follow safety procedures.
- Deal with queries and complaints in a professional and helpful manner.
- Monitor weather and environmental conditions and adjust activities accordingly.
- Driving duties including towing a trailer, if appropriate.

Health and Safety:

- To follow all Health and Safety procedures at all times, be responsible for own Health and Safety and ensure all incidents or accidents are recorded as per company policy.
- Ensure all equipment and general environment is kept clean and safe.

Safeguarding:

- To ensure complete compliance Child Protection, and other procedural guidelines relating to safeguarding.
- To take part in all relevant training.

Equal Opportunities:

- To demonstrate a commitment to equality of opportunity, working within agreed policies and procedures.

Team Involvement:

- To work in a small team environment.

Summary:

- To carry out any other duties reasonably requested.

Security:

- To check all materials and equipment are put away and the premises are secured at the end of each shift