



**JOB DESCRIPTION**

**Recreation Assistant**

GRADE / SALARY			HOURS	Variable
RESPONSIBLE	To	Duty Manager		
	For	N/A		

**GENERAL DESCRIPTION OF DUTIES**

To assist in the provision, promotion and development of services provided Larkfield Leisure Centre.

**SPECIFIC DUTIES**

1. Facilitate and supervise the operational activities of the Centre, ensuring the safety of users at all times, including lifeguarding duties.
2. Ensure the safe and proper use of the Centre's facilities and equipment by users, acting on and reporting accidents or damage as required by the Centre's procedures.
3. Efficiently prepare wet and dry sports facilities, ensuring that equipment is safely stored and facilities remain clean and free from hazard.
4. Provide coaching and teaching services to Centre users to appropriate levels as required by the Centre programme.
5. Assist in the upkeep and security of the Centre and immediate surroundings, as directed by the Duty Manager, making certain that standards of cleanliness and hygiene are maintained.
6. Ensure that sports equipment is maintained in good order and safe condition and that any defects are properly reported.
7. Assist the Duty Manager with the collection and reconciliation of monies in accordance with the Trust's financial procedures.
8. Assist in the organisation of and participate in the Centre's Special Events programme.

**SPECIFIC DUTIES Contd.**

9. Provide First Aid assistance as necessary to promote recovery and to fully report any such incidents.

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake.