

<b>JOB DESCRIPTION</b>	
POSITION	Assistant Watersports Instructor
REPORTING TO	Duty Manager
REMUNERATION	£10.90 per hour
CONTRACT	Zero hour, up to 31 <sup>st</sup> October 2023
LOCATION	Willen Lake, V10 Brickhill Street, Milton Keynes, MK15 ODS
OBJECTIVES	<p>To help in the organisation and delivery of day to day running of the Watersports Centre.</p> <p>To help in the maintenance of equipment and be required to carry out any duties expected of an Instructor.</p> <p>To support the qualified instructor team with the delivery of high quality sessions to participants</p>
DUTIES	<p>To plan and run sessions in line with Centre operating procedures.</p> <p>To be responsible for the safety of all activity participants and ensure best practices and training is followed.</p> <p>To deal with, as appropriate, any safety hazards and report to the Senior Management Team at the earliest opportunity.</p> <p>To administer first aid or to ensure that first aid/medical assistance is called at the earliest opportunity should an incident occur.</p> <p>To support the qualified instructor team with delivery of activity sessions.</p> <p>To instruct groups of all ages in a range of activities, for which you are trained.</p> <p>To be responsible for the safeguarding of children and vulnerable adults whilst on-site leading activities.</p> <p>To assist with equipment maintenance and ensure it is stored to suitable standards to carry out safe and effective operation.</p> <p>To assist with records are filled out correctly as required.</p> <p>To be aware that the Centre represents the public face of The Parks Trust and to conduct all activities in a manner which promotes and enhances our image and reputation.</p> <p>To undertake any other compatible duties as required.</p> <p>To promote equality and ensure that all duties are carried out in accordance with our Equal Opportunities Policy.</p>

	To adhere to the Centre cleaning processes.
EXPERIENCE, SKILLS AND ATTRIBUTES	<p>Flexibility</p> <p>Outgoing, calm and engaging personality</p> <p>Self-motivated, organised and confident</p> <p>Experience of working with the public e.g. in a customer focused role</p> <p>Ability to work as part of a team</p> <p>Excellent communication skills</p> <p><b>Essential</b></p> <p>A passion for watersports and a willingness to work towards qualifications in the future.</p> <p><b>Desirable</b></p> <p>RYA Powerboat Level 2</p> <p>First Aid Qualification</p> <p>Driving License</p> <p>Safeguarding Certificate</p> <p>Current DBS</p>
<p><i>This job description represents the usual duties and requirements of the position; however, the job holder may be required to carry out other duties in line with their capability, training and level of authority. The company reserves the right to change the job description in consultation with the post holder. The job description does not form part of the Contract of Employment</i></p>	