

Designation:	Casual Recreation Officer
Grade:	Stroud 1
Hours:	0 hours
Location:	The Pulse Dursley
Job Purpose:	To assist the Duty Manager in ensuring the facility is welcoming and clean. To provide cover as required
Responsible to:	Senior Recreation Officer
Responsible for:	No supervisory responsibility

KEY DUTIES

- To be customer focussed (representing all members of the community) and ensure that the widest possible access is available to the facility.
- To teach and coach customers as required
- To lifeguard the pool programme and ensure public safety
- To deliver the programme, carry out duties including setting up / down equipment, cleaning and maintenance as required.
- To act as Senior Recreation Officer as required
- To carry out cash handling duties as required

Work where tasks are interchanged but the programme of tasks is not normally interrupted.

SKILLS AND KNOWLEDGE

- Minimum requirement for swimming Pool position an NPLQ qualification
- Minimum requirement for Sports centre – GCSE Maths and English
- Experience of working with the public
- Excellent communication skills

Ability to undertake work consistent with a comparatively basic knowledge and skills requirement, which encompasses a range of tasks involving the application of readily understood rules, procedures or techniques.

COMPLEXITY AND CREATIVITY

- Responds to straightforward queries and complaints
- Assist your manager in ensuring that a positive team ethos is engendered and maintained. Be a positive team member.

Work with very little opportunity for creative or innovatory thinking.

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules or procedures and advice is available if required.

CONTACTS

- Members of the Council
- Members and staff of other local authorities / partner agencies
- Suppliers and contractors
- Members of the public

Routine or incidental contacts involving the exchange of information on non-contentious matters.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Casual

MISCELLANEOUS

- Enhanced DBS check required

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.

- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.