



Loughborough Road
Leicester
LE4 5PN
0116 268 1426
info@lopc.co.uk
www.lopc.co.uk
Registered Charity Number 1074671

Job Title: Activity Instructor

Responsible to: Activities and Site Manager or Operations Manager

Job Description: To deliver activity sessions to LOPC client groups

Principal accountabilities:

To deliver activity sessions:

- Instruct LOPC activities to groups, centre users, and clients in accordance with National Governing Body and LOPC guidelines.
- Assist with the delivery of the after school club and holiday scheme provisions.
- Provide high quality sessions ensuring that all of the Centre's policies and procedures are adhered to at all times.

2. To be responsible for the Health and Safety of self, other staff and Centre users:

- Report any faults with equipment or incidents that may have occurred during the sessions to the Centre Management.
- If necessary administer first aid and complete written records of treatments, incidents or near misses.
- Support Centre management with the checking of equipment and accurate recording of these checks.

3. To ensure the Centre facilities and equipment are of the highest standard:

- Ensure that all equipment used is well maintained and stored correctly at the end of the sessions.
- Help with cleaning and maintaining the Centre as and when required.

4. Other tasks:

- Act as Duty Officer when needed, adhering to the Duty Officer procedures when opening or locking up, and dealing with clients, centre users and visitors.
- Undertake appropriate LOPC training or external training in order to fulfil the requirements of the job.

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- Be responsible for keeping personal National Governing Body awards, memberships and other coaching pre-requisites up to date and ensure that copies are provided to LOPC.
- Any other reasonable duties that may be requested by the Centre Manager or the Trustees.

January 2024

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