



Corduff Sports Centre is owned by Fingal County Council and managed under licence by the Board of Directors of Fingal Community and Recreation Services CLG. The community centre is in Corduff Dublin 15 and has operated as a community resource for sport and physical activity supporting a range of local community-based groups, actions and initiatives such as sport and recreational activities and health and wellbeing activities.

**The Mission of Corduff Sports Centre is “to be a positive focal point for the community of Corduff and meet the needs of young people, through participation in sport, leisure, educational and recreational activities.”**

The centre opens 7 days a week subject to demand. We are seeking to recruit a Sports Centre Attendant.

### **Sports Centre Attendant (Full-time)**

The Sports Centre Attendant will work with the Centre Manager/Supervisor and encourage participation in a range of community, sporting and activity programmes and will help develop a range of activities and services that will engage the whole community especially young people and to make the centre their own.

#### **Applicants must have:**

- Experience of coaching/instructing physical activities with a range of activities
- Experience in Community / Sports development
- Working with people, excellent communication skills
- Energy and enthusiasm.

#### **Desirable:**

Working towards a relevant fitness/sports or coaching qualification

**Please forward Curriculum Vitae with a covering letter, no later than 9am on Monday 21<sup>st</sup> February 2022 to: [recruitment@corduffsportscentre.com](mailto:recruitment@corduffsportscentre.com)**

**Interviews will take place W/C 21<sup>st</sup> February 2022**

**Terms and Conditions - this is a full-time position (subject to funding) - based on annual contract to include evening and weekend work. A copy of the Job description is available on request.**

***Fingal Community & Recreation Services CLG is an Equal Opportunities Employer***

***Shortlisted applicants will be required to provide a full disclosure for the purpose of Garda Vetting***

**Recruitment Policies available upon request**



## JOB DESCRIPTION

**TITLE:** SPORTS CENTRE ATTENDANT (Full time)

**FACILITY:** CORDUFF SPORTS CENTRE

**REPORTING TO** CENTRE MANAGER

- Assist the Manager maintain a high quality service in all aspects of the operation of the facility
- Plan, develop and promote a range of activities to meet the needs of the community giving priority to young people within the catchment area.
- Setting up, changing and storing equipment, furniture and apparatus, in any area of the facility, according to the demands of the programmes and / or bookings
- Coach, instruct and /or supervise programmes as required
- Assist the Manager with the ongoing promotion and marketing of the facility.
- Assist with the overall function of the facility as and when required.
- Be responsible for carrying and handling of money as required
- Supervision of all areas of facility
- Ensure the safety and welfare of all users of the facility.
- Carry out repairs to equipment and to maintain it in a proper and safe condition.
- Ensure all facilities are hygienically clean
- Receive supplies and equipment record, unload and store as required
- Ensure that the Sports Centre meets all requirements under Health & Safety legislation
- Report all defects and damage to machinery, furniture and fittings, and fabric of building and to carry out simple repairs or remedial action in respect of the defects.
- Assist the Manager to ensure that all areas of the facility, activities and services are operated to the highest standard and in compliance with statutory obligations, legislation, Health & Safety Acts, and facility's Guidelines and Procedures
- Ensure security of the building.
- Supervise all areas during special events.
- Carry out any other relevant duties as allocated by the Manager.



## PERSON SPECIFICATION

It is a requirement of this post that the successful applicant will be able to work irregular hours.

CATEGORY/ITEM	ESSENTIAL	DESIRABLE
1. Qualifications <ul style="list-style-type: none"> <li>• Appropriate level Sports qualification or equivalent (or working towards)</li> <li>• First Aid Trained or willingness to obtain</li> </ul>	✓	✓
2. Experience <ul style="list-style-type: none"> <li>• Previous experience within the leisure industry, fitness or sports development.</li> <li>• Previous experience leading/coaching classes groups in physical activities</li> </ul>		✓ ✓
3. Knowledge of: <ul style="list-style-type: none"> <li>• Customer care issues</li> <li>• Planning for a range of sports activities</li> <li>• Health and safety guidelines in sports facilities</li> <li>• Administering first aid</li> </ul>	✓	✓ ✓ ✓
4. Skills <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Deal with members of the public</li> <li>• Communicate clearly orally</li> <li>• Be supportive of colleagues</li> <li>• To work in a team with others</li> <li>• Handle cash and prepare ready for banking</li> </ul>	✓ ✓ ✓ ✓	✓
5. Personal Qualities <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Self-motivated</li> <li>• Committed to equal opportunities</li> <li>• Enthusiastic</li> <li>• Confident</li> </ul>	✓ ✓ ✓ ✓ ✓	

*It is a requirement that all post-holders demonstrate a flexible approach to the duties and responsibilities of this post.*