



BTEC NATIONAL EXTENDED CERTIFICATE IN SPORT
SUMMER WORK

UNIT 3: PROFESSIONAL DEVELOPMENT IN SPORT

UNIT 3 TUTOR: Mrs Kirkaldy

In preparation for the start of your course in September, you have the following work to complete over the Summer, for Unit 3.

1. Create a CV
2. Write a letter of application applying for a Sports Co-ordinator job at Thinking Fitness. See job description below.

Create a CV

- ✓ Research different formats for a CV. Select one and create your own CV. You can add your actual GCSE/BTEC level 2 grades when you receive them in August.

Write a letter of application for a job.

- ✓ Read the job description at the end of this pack. This is a Sports Co-ordinator role at Thinking Fitness.
- ✓ Research Thinking Fitness to get an understanding of what type of establishment it is in the Fitness industry.
- ✓ Using the 'letter of application template' below, apply for the job at Thinking Fitness.
- ✓ Put your CV and letter of application in an envelope and hand in to Mrs Kirkaldy on your return in September.

Letter of application template

Your address

Your phone number

Your email address

Name of contact

Company name and address

Date

Dear Sir/Madam or Mr/Mrs X

Sub heading in bold showing the position being applied for

1. Introduce yourself; mention what course you are doing, where you are doing it and why you have to do work experience as part of your course
2. Give reasons why you are interested in the work experience with their company.
3. Give details of the skills, qualifications and experience you can offer. Match these to details from the job description.
4. Please find enclosed my CV.
5. I look forward to hearing from you.

Yours faithfully (if you started with Dear Sir or Madam)

Yours sincerely (if you started with their name)

Your signature

Your name (typed)

Job description for a Sports Co-ordinator at Thinking Fitness



Job Description

Thinking Fitness – Sports Coordinator

TSAT Grade A/B £7.21 per hour

Responsible to: Sports Facilities Manager

Specification:

The role is ideally looking for candidates with leisure industry experience or those with a real passion for sport.

The role will oversee many responsibilities including the preparation of all areas for activities, supervising activities in the gym, ensure a welcoming front of house presence is delivered at all times when the centre is open.

You will have to be flexible with working hours and will be expected to work a mix of evenings and weekends.

Full time, part time & casual positions (Flexible working hours and days are required)

Main purpose of the post: This post has a number of key purposes:

1. To be at the forefront when it comes to driving revenue for the centre.
2. Provide a high quality of customer service to ensure all our members and customers have a first class leisure experience.
3. To act in the best interests of health and safety and members of the public and staff when responsible for the overall operation of the building.

The post holder will:

Gym

- Supervise activities in the Fitness Room and operate the equipment in a manner consistent with safe working practice, ensuring the efficient and effective operation of the facility
- Undertake all day to day cleaning and maintenance of the equipment and fittings, to the highest possible standards, bringing to the attention of the Centre Management any faults or major repairs

Recreation Assistant

- Assist in the communication and promotion of the centre's services.
- Establish and maintain excellent relationships with our customers and potential customers, handling and escalating complaints where appropriate.
- Adhere to the Equality and Diversity Policy, Health and Safety procedures, operating procedures, customer service standards and uniform policy at all times
- Carry out health and safety checks as directed by Centre management, passing results immediately to the appropriate person and escalating potential issues promptly
- Assist with daily operations ensuring effective, accurate and timely set-ups, take-downs and changeovers

Reception

- Undertake cash reconciliation and banking duties in accordance with financial policy and procedures
- Monitor and control entry to the Centre
- Ensure all customer sales and bookings are managed correctly, assisting customers with their choices

Coordinator

- Assume responsibility for centre operations on a shift rota basis, ensuring the efficient and effective operation of the facility, including key holding, opening and/or closing the centre

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

		Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience of working in the leisure industry • Fully competent in using computer devices • Experience in cash handling • Key holding responsibilities 	✓	<ul style="list-style-type: none"> ✓ ✓ ✓
Competence, knowledge and skills	<ul style="list-style-type: none"> • Ability to motivate staff to deliver high standards and targets • Current knowledge of sport centre activities and latest fitness trends • Excellent standard of numeracy and literacy • Minimum of Grade C Maths, English & Science GCSE's • Highly developed interpersonal and team working skills • Excellent communication skills at all levels, both written and verbal. • Strong organisational skills with an ability to prioritise an often conflicting workload • Quality focussed, so that work is always delivered to a high standard. • Ability to work on own initiative, meet deadlines and take responsible action. 	<ul style="list-style-type: none"> ü ✓ ü ü ü ✓ 	<ul style="list-style-type: none"> ü ✓ ✓
Personal qualities	<ul style="list-style-type: none"> • Flexible "can do" attitude • Well-presented and professional at all times • Understand need for confidentiality and able to handle sensitive issues • Act as a role model to all support staff in offering excellent customer service and a positive approach. • Willingness to work flexibly including evening and weekend work • Commitment to the Thinking Fitness vision and ethos 	<ul style="list-style-type: none"> ✓ ✓ ü ✓ ✓ ✓ 	

