

<b>Index</b>	<b>296/SKII/CLO</b>
<b>Post Title</b>	<b>Ski Instructor - Snowsports</b>
<b>Division</b>	<b>Healthy and Active Communities</b>
<b>Section</b>	<b>Adventure Aberdeen</b>
<b>Location</b>	<b>Snowsports Centre</b>

<b>Responsible to</b>	<b>Operations Manager / Senior Instructor</b>
<b>Responsible for</b>	<b>Any reports</b>

### **Job Purpose**

- 1 Provide quality teaching/coaching to a range of participants (individuals and groups) and contribute to the safe and efficient operation of the facility.
- 2 Coordinate and monitor coaches and instructors to ensure a safe, welcoming and progressive snowsports programme.

### **General Responsibilities**

- 3 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 4 Be aware of and committed to the equal opportunities principles and practices of the company.
- 5 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 6 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by sport Aberdeen and/or key partners.

### **Operational Responsibilities**

- 5 Ensure the safety of participants in the programme and prevent injury and misuse/damage to equipment through effective supervision and instruction.
- 6 Keep accurate records of coach and instructor qualifications, including first aid and discipline specific accreditation
- 7 Monitor and evaluate the quality of coaching and instruction provided by Adventure Aberdeen Snowsports and work with colleagues to ensure high standards are maintained.
- 8 Support coach and instructor recruitment and development
- 9 Co-ordinate and supervise relief instructors as directed by the Operations Manager.
- 10 Coordinate coach and instructor rotas in collaboration with colleagues and as directed by the Operations Manager
- 11 Develop and implement programmes that attract new participants

- 12 Support the development of pathways from participation to performance for all snowsport disciplines
- 13 Provide thoroughly prepared, progressive and structured snowsports activities
- 15 Liaise with Snowsports Scotland and maintain a full and thorough understanding of relevant policies, standard operating procedures and standards, etc. applicable to the facility and Sport Aberdeen in general, with particular regard to delivering high quality, safely managed activities
- 17 Carry out regular checks of equipment and report any faults or shortages to the technical team.
- 18 Proactively identify opportunities to promote all Sport Aberdeen programmes to participants and the wider community and participate in cross-company activities as appropriate.
- 19 As required, assist with the issuing of equipment to participants and other customer service activities.
- 20 Responsible for ensuring that professional/job-related qualifications and knowledge are kept up to date and relevant for the provision of a quality service.
- 21 Adhere to the principles and practices as detailed in the code of ethics and conduct for sports teachers/coaches as specified by the relevant/appropriate NGB and Sport Aberdeen.

### **Methods of Working Expectations**

The post holder will be expected to:

- 22 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 23 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 24 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 25 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 26 Undertake appropriate training associated with the duties of the post.

### **General Conditions**

- 27 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].  
  
Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.
- 28 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 29 The Company operates a no-smoking policy.
- 30 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by:	Keith Gerrard, Director of Healthy and Active Communities Nickie Scorgie, Head of HR & Organisational Development
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