



Job Description

Job Title: Trainee Watersports Instructor

Location: Lymington

Reports to: Alison Dixon

Remuneration: National Minimum Wage + Training (Value £1500) W – 6 Month Contract

Working week variable hours including weekends and bank holidays 5 days per week 35 hours

Main Functions

To deliver watersports activity sessions, in accordance with the needs of the client. To help maintain equipment and the facilities. After achieving National Governing Body Qualifications the trainee will be able to take a lead role coaching clients and in doing so develop their skills and professionalism.

Principal Responsibilities

- Be well presented with a professional attitude.
- Maintain an excellent standard of customer service.
- Deliver watersports instruction to a high standard for which you are qualified.
- Assist in the preparation, organisation, and delivery of activities for all customers.
- Actively plan and prepare suitable sessions based on experience and ability of the customers
- Ensure safety cover is of the highest standard.
- Ensure the highest standard of health and safety.
- To ensure that equipment is maintained and stored in line with defined standards and to test equipment prior to use, and at regular intervals, to ensure a safe and effective operation.
- Ensure that the appearance of the launching site and equipment is kept at an excellent standard.
- To ensure that logs and accurate written records are regularly updated in connection with relevant activities.
- The ability to work well, both independently and as part of the team.
- To set up, pack up, and help all customers.
- To be flexible in your job role and willing to assist in all other duties.
- In a meet and greet situation, you will be confident and consistently deliver excellent personable information.
- To ensure that logs and accurate written records are regularly updated in connection with relevant activities.
- To assist with the planning and delivery of training sessions in line with agreed objectives and consistent with the physical abilities of the group and the National Governing Body objectives.
- To deal with as appropriate and report any safety hazards to the duty manager at the earliest opportunity.
- To ensure all participants have a safe, enjoyable learning experience and will want to return.
- To complete any documentation required relating to group sessions e.g. individual record cards, assessments and any other relevant documentation.
- To administer first aid or to ensure that first aid/medical assistance is called at the earliest opportunity if an accident occurs on session.
- To ensure that any accidents are recorded on an accident report form and that a full report is made of the circumstances surrounding it so that preventative measures can be taken for the future.
- To undertake any other compatible duties, as required.
- To promote equality and ensure that all duties are carried out in accordance with the Equal Opportunities Policy.

Person Specification – Trainee Watersports Instructor

Essential criteria:

- The trainee need not have any formal qualifications.
- Experience in any watersport would be useful but not essential.
- A willingness to learn and an interest in working in the watersports industry.
- Enthusiasm for watersports.
- Good oral communication skills with a friendly, flexible approach and good customer awareness.
- Commitment to equal opportunities.
- You will need to be water confident and have the ability to swim.
- Good balance and coordination.
- The ability to follow procedures and systems of work to ensure that safety is maintained.

Until the employee qualifies their responsibilities and role has two main functions.

Receiving training/mentoring to develop personal skills and coaching skills.

Assisting qualified watersports instructors to deliver training to members of the public who have booked with Lymington Sea School.

Skills and qualifications Lymington Sea School will provide for the employees.

- Royal Yachting Association (RYA) Power Boat Level 2 certificate.
- First Aid certificate
- Short Range Marine Radio Licence
- Personal Skills for Paddlesports
- British Stand-Up Paddle Boarding Level 1 Instructor
- RYA Safe from harm course
- RYA Professional Practices and Responsibilities Course
- Canoe England Paddlesports Instructor
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After qualifications are achieved the trainee will mentored, assisted in their development training by a qualified instructor.

At the end of the training period the employee will:

- Be able to deliver fun, engaging, safe and informative watersports tuition.
- Be skilled in safety and on water rescue practice.
- Be knowledgeable of current watersports industry.
- Have the ability to assist customers on and off the water.
- Have the ability to effectively communicate with customers of all ages, management, and other staff.
- Have the ability to work well within a team and maintain effective working relationships.