

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Squash Sports Development Assistant

Classification: Sport & Fitness

Ref: 50,057

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into working within Guernsey Squash and Racketball

Key Tasks: www.guernseysquash.com

NOTE: Squash and Racketball season is September to May therefore work experience during the summer will not be as productive.
Students must be prepared to do quite a lot of observation/shadowing of trained staff, then after training and under supervision they may be able to assist with simple tasks around the centre. Student will assist with day to day running of sports development. Tasks may include planning future events, preparing equipment for activities, entering information on to the database and assisting with coaching sessions. To assist with sessions in schools.

Requirements: Student must have a genuine interest in squash and sports development.
Good communication skills and the ability to deal with different people and situations.
Must be computer literate and have good organisational ability. A good sense of humour is an advantage.
Must be able to listen carefully and follow instructions but not be afraid to ask questions.

Clothing: Track suit bottoms, trainers and a polo shirt and a towel for showering.

Working Hours: Hours to be discussed at interview as some shift work may be necessary (max 35 hrs) some after school hours sessions will be held and students are advised to attend some of these to gain the full experience.e.g. Monday 10am 5pm, Tuesday 1pm 7.40pm, Wednesday 9am 5pm, Thursday

Meal Breaks: Minimum of 30 minutes for lunch. Packed lunch advised or student may leave the site if preferred

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal interview prior to placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:

Student will be supervised at all times.

LIFTING & MANUAL HANDING: Students will be given training in lifting/handling and will not lift weights above 20kg

COMPUTERS & WORK STATION: Regular breaks from computer screens are required during prolonged use.

EQUIPMENT & MACHINERY: Students will not have any contact with hazardous machinery/chemicals.

WORKPLACE SPECIFIC HAZARDS: Students may work with gym/centre equipment only after training and under supervision. Students should pay strict attention to safety and security regulations for the particular areas that they may be placed in as health & safety regulations may change within different areas throughout the centre if unsure please ask and follow instructions accordingly.

PERSONAL PROTECTIVE EQUIPMENT: Student must wear any personal protective clothing provided by staff and when told to do so.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L