



Job Description

Table Tennis Coach

Job Title: Table Tennis Coach

Responsible To: Programme Supervisors

Direct Reports: N/A

Place of Work: You will be required to work at any site where the Company operates should the need arise

Purpose of Job:

- To provide a consistently high standard of service through the instruction of activities to all age groups and all sectors of the community.
- To provide a quality system of course administration.
- To assist in the implementation of the set program and awards scheme.

Key Responsibilities:

1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core Values.

2 Customer

- Maintain good relations with customers, dealing with all enquiries and complaints, offering help and support in line with the Company's customer care policies.

3 People

- To work as a team member.
- To regularly feedback to the line manager.

4 Financial

- Ensure through the registration process that all children provide a receipt as proof of payment.
- Assist in control of stock equipment and saleable items which are used to support the programmes.

5 Business Development

- Assist in promoting and marketing the Activity Programme and other children's activities run at the venues.

6 Operations

- Instruct on the Activity Programme at the Company's sports facilities.
- Correctly set up, dismantle and store equipment in conjunction with operating procedures and health and safety guidelines.
- Follow a set program and implement award schemes.
- Register the children in accordance with set procedures.
- Follow all procedures and ensure safe practice is followed.
- Carry out any other duties that are appropriate to the post.

7 Key Performance Indicators

- Customer focused.
- Ability to communicate with people at different levels - parents, staff, management, children.
- Must enjoy working with children.
- Professional and responsible.
- Flexible attitude to working with the ability to use own initiative.
- Good timekeeping.

8 Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.

Minimum of a table tennis activator coaching qualification. Ideally table tennis level 1.	First aid
Experience in coaching table tennis	
Customer Service experience	
Problem solving	