



TUS Sport

Duty Manager (Full Time)

TUS Sport (AIT Sportsco Ltd - a wholly owned subsidiary of the Technological University of the Shannon: Midlands Midwest) has a vision to become a centre of excellence in providing a holistic approach to sport, fitness and sport science amongst students, staff, national governing bodies of sport, sports clubs, teams, businesses and the wider community.

As part of our growth and development we are hiring a Duty Manager (Full time). Salary €35,000 per annum.

Essential Qualifications

- NCEF/NCEHS Instructors Certificate (or equivalent)
- Degree / National Diploma in Recreation & Leisure Management or Degree in Sports Science or similar
- 1 years' experience in a similar management role

Desired Qualifications

- REP's Ireland membership
- Strength and conditioning qualification
- Athletics Ireland Coaching qualifications

Key Duties

- Support membership sales and promote activities within and outside the Institute.

- Coordination and organisation of all events/competitions (athletic, sporting, non-sporting, birthday parties and children's activities) managed by AIT Sports Co.
- Manage event, contract staff and support sports scientists, operations manager and gym team when needed.
- Administrator for Leisure Management IT system thus ensuring AIT Sports Co bookings for facilities and activities are scheduled and recorded on the system.
- Processing POS transactions and reconciling same following the correct protocols.
- Stock control – cleaning, first aid, activity supplies, ordering, generating PO's, reconciling deliveries all within budget.
- Assisting with rostering, invoicing, and any other administration duties assigned by the operations manager.
- Liaising with catering manager/estates personnel and other departments within the Institute in relation to the daily running of the facility, upcoming events and for both internal and external bookings.
- Dealing with any complaints as they arise and resolving and reporting same.
- Camp and team building day management
- Deliver customer and member retention programmes including fitness assessments, health screening and work-out programmes
- Teach an extensive range of group exercise classes including exercise to music classes.
- Assist the Operations Manager and Senior Fitness Instructors with implementation of the fitness and exercise class and other programming.
- Deliver service excellence through the implementation of all operational procedures to ensure the highest levels of member service including cleaning duties in the gym, studios, member changing areas and throughout the facility.
- Supervisory duties relating to all AIT Sports Co facilities including the Multi-Purpose Hall, Outdoor Athletics Track and Outdoor Pitches.

- Implementation of other non-gym based activities including children's physical exercise activities, sports camps, seniors exercise activities, sports team fitness testing, athletics meetings etc.
- Duty Manager shifts with additional tasks including facilities bookings, meet & greet sports teams.
- Carry out Health and Safety checks and ensure full implementation of health and safety procedures including regular maintenance of gym equipment.
- Ensure facilities are set-up for all scheduled activities. Carry out hygiene checks and cleaning duties as necessary. Maintenance of sports equipment & first aid equipment.
- Cash Management – collecting payment for activities and ensuring adherence to cash control procedure.
- Additional duties as assigned by your line manager.

This role requires a high levels of flexibility in relation to hours of work including regular evening and weekend work and split shifts.

Key Competencies

Adaptability, Flexibility, Team Player, Integrity, Customer Focussed, Commercially Aware and an ability to multi task.

Must have previous experience in teaching group exercise classes.