

Job purpose

We aim to encourage new people into the sport and get existing paddlers out on the water.

We are looking for a Hire Supervisor – someone ideally who is passionate about water sports and is willing to learn. To deliver a Watersports activity programme for both children and adults

We all work together to ensure there are a wide variety and number of opportunities for people to try the sport. From introductory sessions to independent challenges, there is something to inspire all paddlers.

1.Run Starter Sessions - Get new people out on the water for the first time. Teach them the basic skills and see if they can paddle a mile for National Go Canoeing Week.

2. Run Guided Tours - Take out groups of new and existing paddlers to explore the waterways around you. You can run a variety of tours throughout the week for different abilities, taking in local attractions.

Candidate must have a full and clean UK drivers license

Duties and responsibilities**Comfortable working on your own**

Present a professional appearance and attitude for all the activities provided

Greet visitors to the office/Hire Centre in a professional and friendly manner

Deliver personable and informative instruction

Be prepared to move between different locations according to the operational needs of the business

Be flexible in your job role and willing to assist in all other duties including sales

To Practically help with the set up day to day if needed

Take a personal responsibility for the maintenance of the equipment

Ensure safety cover is of the highest standard for all activities

Update social media and marketing with innovative solutions

Locations -

Split between our office /Shop in Brynmill

Mumbles Mobile SUP office,

Llanelli Wake office

Clydach - Swansea Canal

IMPORTANT WEEK 26th May - 3rd June - National Canoeing Week

1-2 Positions available

Pay rate - Unpaid wage however - depending on experience

Start date - March /April/ May 2018 - 200 Hours

Training may be given and deducted from wages for suitable candidates

- WSA Water safety award
- WSA Foundation SUP Instructor
- BWSF Straight line Wakeboarding Cable operator

Qualifications

Please send CV to mail@supgower.com or mail@gowake.co.uk include detailing any water sport qualifications or experience and if you have any of the following

First aid certification

Lifeguards qualifications

Working as Hire/ bookings administrator you will be responsible for taking bookings and payments over the telephone and at the centre. You will also be responsible for providing appropriate equipment to the client , including Buoyancy aids and Wetsuits.

The successful candidate needs to be self-motivated, enthusiastic with a good sense of humour.

Working as part of a team of water sports instructors, you will interact with customers of all ages and backgrounds. Due to the nature of the working environment and the inevitable contact with children, this role is subject to a satisfactory enhanced DBS check. Duties include:

- ☐ Accepting bookings in person, over the telephone and online.
- ☐ Inputting and managing electronic bookings.
- ☐ Dealing with day-to-day enquiries.
- ☐ Helping manage the instructor team and relevant rotas/timesheets.
- ☐ Assigning relevant water sports instructors per course.
- ☐ Generating invoices for corporate bookings.
- ☐ Issuing new membership cards and sending renewal reminders.
- ☐ Sending regular email newsletters to members and customers.
- ☐ Posting and updating the organisation's Facebook, Twitter and Instagram.
- ☐ Centre management (including washing wetsuits and Buoyancy aids) and general housekeeping
- ☐ Strong communication, administration & organisational skills. Strong social media skills would be a bonus.
- ☐ The ideal candidate will have a water sports /outdoor activity centre background, though not essential.