



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Gym Instructor			
<b>POSITION NO:</b>		705104	<b>CLASSIFICATION:</b>		Band 3
<b>DIVISION:</b>		Community Wellbeing			
<b>BRANCH:</b>		Leisure Services			
<b>UNIT:</b>		Health & Fitness			
<b>REPORTS TO:</b>		Health and Fitness Team Leader			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

- To engage with members and provide a high level of customer service at all times.
- To create and run Small Group Training & Circuit Sessions
- To evaluate participant's health and fitness and their ability to undergo exercise.
- To develop, deliver and supervise fitness programs based on participant evaluations and consultation that will assist participants to achieve their fitness objectives.
- To identify and eliminate risk in the gym area by correcting technique, managing the space and promoting correct etiquette
- To implement and follow gym policies and procedures.
- To assist in the promotion and development of gymnasium programs to residents of the municipality and members of the public.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Richmond Recreation Centre along with the Collingwood Leisure Centre, Fitzroy Swimming Pool, Collingwood Estate Gym and Burnley Golf Course form the Yarra Leisure Branch.

As part of the Community Programs division, the centre has a commitment to improving both the physical and mental health of the community.

## **ORGANISATIONAL RELATIONSHIP**

<b>Position reports to:</b>	Health and Fitness Team Leader
<b>Position Supervises:</b>	Nil
<b>Internal Relationships:</b>	Health and Fitness Team Marketing Team Senior Leisure Facilities Staff Support Services Team
<b>External Relationships:</b>	Members & Patrons of the facilities, Government & Commercial agencies

## **KEY RESPONSIBILITIES AND DUTIES:**

**To engage with members and provide a high level of customer service at all times**

- Ability to communicate to all demographics
- Build proactive attitudes
- Ability to be proactively engaging with members
- Safe monitoring of the Gym floor at all times

**To facility Small Group Training and Circuit Sessions**

- Conduct specific and appropriate Warm Up's/Cool downs
- Ability to show appropriate progressions and regression for exercises
- Ability to adapt quickly to member needs and abilities

**To evaluate participant's health and fitness and their ability to undergo exercise**

- Blood Pressure
- Body Measurements
- Health Consultations

**To develop, deliver and supervise fitness programs based on participant evaluations and consultation that will assist participants to achieve their fitness objectives**

- Design individual fitness programs.
- Provide efficient and effective instruction and supervision of participants in the implementation of individually designed exercise regimes.
- Educate all clients in the proper use of specialist gymnasium equipment, and the benefits and use of a combination of activities within the Leisure Facilities.

- Regularly review progress of participants and provide advice.
- Assist in the provision of a safe, clean, useable and hygienic gymnasium resource.
- Ensure the safe implementation of exercise regimes, including liaison with appropriate medical professionals and the safe operation of equipment, as well as administration of first aid/resuscitation.

**To ensure the gymnasium is clean and safe for patrons and that the gym and equipment are well-maintained at all times**

- Assist in the monitoring and reporting of any OH&S, maintenance and cleaning issues relating to the gymnasiums and its equipment.
- Maintaining a clean and tidy work environment.
- Monitoring the maintenance of the equipment by adhering to maintenance/cleaning schedule.
- Report issues concerning club members, the facility or equipment to the Team Leader.

**To implement and follow gym policies and procedures**

- Maintaining the retention procedures on a daily / shift basis.
- Complete cleaning/maintenance tasks as described in daily/shift task list.
- Adhere to all Yarra Leisure policies and procedures.

**To assist in the promotion and development of Gymnasium programs to residents of the municipality and members of the public**

- Actively cross promote all leisure centre programs and services.
- Demonstrate a commitment to Yarra Leisure's customer and team charter.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- The Gymnasium Instructor is directly accountable to the Health & Fitness Team Leader for providing efficient and effective instruction and supervision of exercise programs provided.
- Ensure safety of participants, particularly in their use of exercise equipment.
- Determines appropriate use of exercise equipment.
- To promote the health and fitness of participants, and meet their fitness needs.
- The work is performed within specific guidelines and under general supervision.

**Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

**Sustainability**

- Embrace the following Sustaining Yarra principles through day to day work:
  - Protecting the Future
  - Protecting the Environment
  - Economic Viability
  - Continuous Improvement
  - Social Equity
  - Cultural Vitality
  - Community Development
  - Integrated Approach

## **Yarra Values**

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
  - Respect
  - Teamwork
  - Innovation
  - Sustainability
  - Accountability
  - Integrity

## **JUDGEMENT AND DECISION MAKING:**

- Exercise judgement over the behaviour of participants ensuring that they do not place themselves or others at risk.
- Assess participant's fitness levels and capacities and develop appropriate fitness programs.
- Selection from a range of existing fitness techniques, equipment and methods in a defined range of recurring work situations.
- Guidance and support are always available.

## **KEY COMPETENCIES**

### **Specialist Skills and Knowledge**

- High level of customer service and skill
- Ability to take small group training
- Knowledge of basic anatomy, kinesiology, physiology, biomechanics and nutrition.
- Knowledge and understanding of routine gymnasium equipment.
- Knowledge and the ability to undertake a limited range of specified elementary physical testing.
- Ability to teach and advise
- Ability to manage small groups of varied fitness abilities
- Knowledge of first aid.
- High level of personal fitness
- Knowledge and experience in the development of individual gymnasium oriented fitness programs.
- Ability to handle difficult situations/customers with diplomacy and tact.
- Ability to assist in the marketing of other Yarra Leisure services and programmes.
- Commitment to professional development through relevant professional peak bodies.
- Gym Instructors will be required to follow all relevant policies and procedures in line with Quality Assurance (ISO 9001).
- Gym Instructors will comply with City of Yarra Leisure Service procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services.

## **MANAGEMENT SKILLS**

- Experience in managing small and large groups in a gymnasium.
- Organisation and time management skills.

## **INTERPERSONAL SKILLS**

- Writing and oral skills are required for communication with clients, other employees and members of the public.
- Ability to answer a variety of questions from patrons relating to the duties of the position.
- Ability to work well as part of a team providing enthusiasm and motivation.
- Ability to gain co-operation of other staff and patrons of the centre.

## **QUALIFICATIONS & EXPERIENCE:**

- Current membership to a professional organisation (Fitness Australia/Fitness Network) with the ongoing requirement to maintain membership by achieving sufficient CEC's/Points
- Approved certification in Gymnasium Instruction (Bachelor of Human Movement, Physical Education, Applied Science, Cert IV Fitness).
- Level 2 First Aid Certificate.
- CPR Certificate
- Working with Children Check
- Previous experience instructing in a gymnasium is desirable.
- Experience in a variety of relevant facilities or industry is desirable.
- Multi-skilled in more than one area of service delivery is highly desirable.

## **MULTISKILLING**

The incumbent may be directed by the Gymnasium Team Leader to carry out other duties that are within the limits of the employee's skill, competence and training.

## **KEY SELECTION CRITERIA**

- Demonstrated experience in delivering high level of customer service with a focus on strong interpersonal skills and the capability to pro-actively and positively communicate with individuals and groups from diverse backgrounds.
- Proven ability to evaluate participants health and fitness needs with the ability to develop, demonstrate and supervise fitness programs and safely facilitate small group and circuit style classes.
- Experience ensuring the gymnasium is clean, safe, well maintained whilst monitoring customers' technique and safety.
- Demonstrated commitment to working in a team environment with a strong work-ethic.