Position Description

Gym Instructor

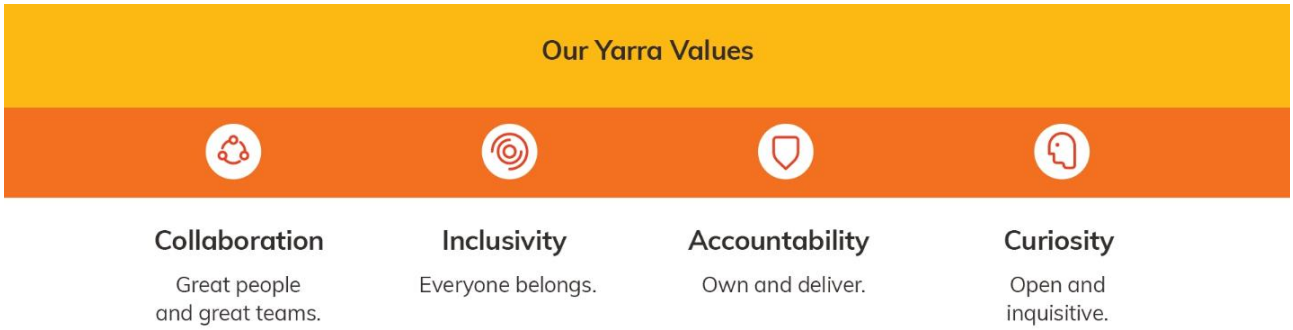
Position Details

Position Title	**Gym Instructor**
Position Number	100008, 100013, 100014, 100111, 100112, 100113, 100328, 705104, 705104, 100750
Classification	Band 3
Division	Infrastructure and Environment
Branch	Recreation and Leisure
Unit	Health and Fitness
Reports To	Health and Fitness Team Leader
Employment Essentials	• Working with Children Check • National Police Check • CPR Certificate • First Aid • Certificate 3 in Fitness (or tertiary equivalent) • Certificate 4 in Fitness (or tertiary equivalent) • AUSactive Fitness Registration

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, 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.



At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

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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.

Recreation and Leisure branch forms part of the Community Programs Division, the Centre has a commitment to improving both the physical and mental health of the community

Position reports to:	Health and Fitness Team Leader
Reporting to this Position:	N/A
Internal Relationships:	**Health and Fitness Team,** **Marketing Team,** **Senior Leisure Facilities Staff**
External Relationships:	Members and Patrons of the facilities Government and Commercial Agencies

Position Overview

- 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

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

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
- Show appropriate progressions and regression for exercises
- 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 OHS, 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

- Specific guidelines and works under general supervision.
- Freedom to plan work at least several days in advance.
- Effect of actions taken is usually limited to a local group or function.

Judgement and Decision Making

- Procedures well understood and clearly documented.
- Selection from a limited range, recurring work situations.
- Guidance and advice is always available.

Management Skills

- Basic skills in managing time, planning and organising own work.
- Guidance, advice and training of other staff in routine matters.

Interpersonal Skills

- Oral and written communication with clients, employees and members of the public, and in resolving minor problems.

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Risk and Safety Requirements

- 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.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Limited degree of skill.
- May require understanding of organisational context - including relevant policies and procedures.
    - A 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, advise and 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.
    - Handle difficult situations/customers with diplomacy and tact.
    - Assist in the marketing of other Yarra Leisure services and programmes.
    - Commitment to professional development through relevant professional peak bodies.

Qualifications and Experience

- 4 years secondary plus short industry training course, or some on-the-job training, or traineeship.
- Fitness Registration with AUSactive – with the ongoing requirements to maintain membership by achieving sufficient CEC's/Points
- Approved certification in Gymnasium Instruction – Certificate 111 and Certificate IV in Fitness or a university equivalent (Bachelor of Exercise Science, Physical Education, Human Movement or Applied Science)
- Level 2 First Aid Certificate
- CPR Certificate
- Working with Children Check

Key Selection Criteria

1. 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.
2. 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.
3. Experience ensuring the gymnasium is clean, safe, well maintained whilst monitoring customers' technique and safety.
4. Demonstrated commitment to working in a team environment with a strong work-ethic.