

Position Description

Group Fitness Instructor

18 April 2024

Position Number

500301

Directorate

Advocacy and Communities
Economy

Department

Leisure Services

Reports to

Team Leader

Classification

Band 4

Employment Status

Casual

Location

Onsite

About the role

Provide instruction and education in fitness in accordance with Council policy and procedures and the direction and guidance of the Supervisor Fitness and Health Programs.

Key responsibility areas

- Represent Mitchell Leisure Centers in a professional manner
- Maintain a safe and pleasant environment for members and guests and other staff.
- Maintain a high standard of personal presentation, and where a uniform is provided, ensure it is maintained in a clean and presentable condition and is worn whilst on duty.
- Administer first aid and complete all necessary documentation when required.
- Ensure any issues or problems that arise are dealt with in accordance with Mitchell Leisure Centre's policies and procedures.
- Report all incidents, accidents and any other matters relating to the efficient operation of the Centres.
- Ensure the health and safety of all patrons using the facilities by ensuring the behaviour of customers is conducive to the provision of a safe leisure environment.
- Immediately report any maintenance requirements and follow the procedures in Mitchell Leisure Services operations manuals.
- Participate in induction and training programs as required.

- Maintain mandatory qualifications

About you

Key Selection Criteria

1. Ability to lead an enjoyable class
2. Strong interpersonal skills
3. Availability to work a varied roster
4. Ability to design and implement safe and effective exercise programs and instructing
5. participants in correct exercise technique
6. Be proactive and motivate to succeed and increase class participation
7. Be committed to on-going personal and professional development to maintain industry
8. knowledge and professional skills at the highest level

Pre-employment check

- ☒ National Police Check
- ☒ Valid Victorian driver's license
- ☒ Working with Children Check
- ☐ Pre-employment Medical

About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



**Working
Together**



Respect



**Customer Service
Excellence**



Accountability



**Continuous
Improvement**

Structure

Mitchell Shire Council consists of the following three Directorates:

- Advocacy and Communities
- Economy, Growth and Infrastructure
- Organisational Performance

Position requirements

Accountability and Extent of Authority

- Group fitness instructors are accountable to the Supervisor Fitness and Health Programs.
- Work is performed within specific guidelines and under general supervision.
- Group fitness instructors have the authority to enforce Mitchell Leisure Centre's conditions of use regarding the safety and orderly behaviour of patrons
- Maintain relevant records of tasks, activities and issues that have arisen during the shift
- Take appropriate actions in the event of a safety, first aid or security incident, ensuring that the Supervisor Fitness and Health and Duty Manager are briefed appropriately
- Cue proper body alignment and demonstrate good form throughout class.
- Provide intensity options

Judgement and Decision Making

- The objectives of the role are clearly defined with procedures clearly documented.
- Guidance and advice will always be available; however, in the event of a safety crisis the incumbent must have the ability to initiate the appropriate response, depending on the situation.

Specialist Skills and Knowledge

- Good physical fitness and a sound knowledge of fitness education.
- Ability to solve minor customer problems and complaints in a fair and equitable manner.
- Demonstrated commitment and capacity to work flexible hours to reflect the operational requirements of the service.
- Ability to supervise and deliver fitness classes to a range of age groups and ability levels.
- Knowledge of Occupational Health and Safety procedures and practices within a fitness setting and the Centre's emergency procedures.

Management Skills

- Ability to handle difficult situations, including emergencies, calmly and decisively.
- Ability to remain focused during challenging periods including peak service delivery.
- Ability to maintain accurate records.
- Ability to assist and support other staff, where necessary, to ensure smooth operation of fitness and health programs.

Interpersonal Skills

- Ability to follow instructions and guidelines.
- Approachable, positive attitude and the ability to relate to the patrons in a friendly, helpful manner.
- Strong people skills, including the ability to convey instructions and information to patrons and gain the cooperation of patrons in the administration of safety requirements.
- Good written communication skills for the purpose of completing routine work forms, including experience in Microsoft Office and centre management software (Links).
- Ability to interact effectively with customers from a range of backgrounds, age groups, abilities and fitness levels.
- Display confidence and flexibility in service delivery and the execution of tasks.
- Ability to use own initiative and demonstrate self-motivation.