



FITNESS INSTRUCTOR

DEPARTMENT/UNIT	Monash Sport
FACULTY/DIVISION	Campus Community Division
CLASSIFICATION	HEW Level 3
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Campus Community Division** is charged with leadership, management and innovation in the provision of high quality non-academic services to students and staff at Monash. The Campus Community Division comprises Chaplaincy; Childcare; Counselling and Mental Health Programs; Careers, Leadership & Volunteering; Non-Residential Colleges; Residential Services; Safer Community Unit; Student Engagement & Support Programs; Monash Sport; TeamMONASH; and University Health Services. For more information about the work we do, please visit campuscommunity.monash.edu.

Monash Sport coordinates a wide range of aquatic, indoor & outdoor sport, health, fitness, wellness and social sport services and activities for University students, staff and the wider community. Through providing these opportunities, we endeavour to enhance the health and wellbeing of our community and the on campus experience for our students & staff. We passionately believe that active bodies complement vibrant minds. For more information about the services we provide, please see our website: www.monash.edu/sport.

POSITION PURPOSE

The Fitness Instructor position is responsible for providing exercise advice and instruction on the safe operation of gym equipment to Monash Sport clients. The Fitness Instructor operates with a focus on customer service excellence and is a key member of the Health and Fitness business unit.

Reporting Line: The position reports to the Health and Fitness Team Leader under routine supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of health and fitness based services to the Monash Sport community including: provision of core gym services to clients, provision of diligent and proactive supervision, assistance and support to Fitness Centre patrons and undertaking health and fitness assessments and individual program design
2. Draw on fitness knowledge and professional standards to promote a positive image of Monash Sport and deliver consistently high-quality, professional and effective service and programs to customers
3. Assist in the development, implementation and review of the effectiveness of services and programs, promotional activities and member retention strategies
4. Educate Fitness Centre users on the importance of adhering to the Centre's Conditions of Entry / Fitness Etiquette guidelines
5. Undertake administrative tasks, including but not limited to data entry and basic statistical reporting
6. Work with colleagues to maintain the Fitness Centre facilities, including participating in equipment maintenance processes
7. Maintain open and effective channels of communication with supervisors, customers and other stakeholders

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant fitness/exercise field and/or Certificate III in Gym Instructing and Certificate IV in Personal Training; and
 - current CPR and Level 2 First Aid Certificate; and
 - current registration with Fitness Australia or Physical Activity Australia; and
 - an industry recognised Kettle-bell certification (or a willingness to obtain within three months of employment); and
 - an industry recognised TRX certification (or a willingness to obtain within three months of employment); and
 - relevant experience/training associated with each qualification.

Knowledge and Skills

2. Sound knowledge and technical skills in prescribing and supervising exercise programs
3. Proven experience working in a fitness centre environment and a commitment to maintaining and applying relevant, up-to-date knowledge
4. Demonstrated commitment to providing high levels of customer service
5. Ability to work as an effective member of a team as well as independently under routine supervision
6. Sound communication skills, including the ability to professionally liaise with colleagues and clients at all levels
7. A flexible approach to work, with the ability to adapt to varying tasks and priorities
8. Demonstrated problem solving skills to deal with member/user group issues in line with policies and procedures
9. Good working knowledge of Microsoft Office applications

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.