



HEALTH AND FITNESS INSTRUCTOR

DEPARTMENT/UNIT	Campus Community Division
FACULTY/DIVISION	Vice President (Services)
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; Employment and Career Development; Non-Residential Colleges; Residential Services; Safer Community Unit; Social Justice Unit; Student Engagement & Support Programs; Student Leadership Programs; Monash Sport; TeamMONASH; University Health Services; and Volunteering@Monash. For more information about the work we do, please visit <http://www.campuscommunity.monash.edu/>.

Monash Sport coordinates a wide range of aquatic, indoor and outdoor sport, health, fitness, wellness and social 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 and staff. For more information about the services we provide, please visit <http://www.monash.edu/sport/>.

POSITION PURPOSE

The Health and Fitness Instructor is a key member of the Health and Fitness business unit. Its key objective is to provide exercise advice and instruction on the safe operation of Fitness Centre equipment to Monash Sport clients, underpinned by excellent customer service.

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

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of health and fitness based services to the Monash Sport community, including but not limited to provision of core services to members, including taking a professional and innovative approach to individual program design and health and fitness testing and diligent and proactive supervision of the Fitness Centre, providing a high level of interaction with patrons ensuring assistance is provided where required
2. Undertake customer service and administrative tasks, including but not limited to data entry and basic statistical reporting, assist the Health and Fitness Team Leader and Operations Coordinator with relationship management and the provision of quality customer service and work with colleagues to maintain the Fitness Centre facilities, including participating in equipment maintenance processes

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Certificate III and Certificate IV in Fitness or Tertiary Qualification (relevant in fitness / exercise field)
 - current CPR and Level 2 First Aid Certificate
 - current registration with Fitness Australia or Physical Activity Australia
 - industry recognised Kettlebell certification (or a willingness to obtain within three months of employment)
 - industry recognised TRX certification (or a willingness to obtain within three months of employment)
 - 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. Sound communication skills, including the ability to professionally liaise with colleagues and clients at all levels
5. A demonstrated commitment to providing high levels of customer service
6. Ability to work as an effective member of a team as well as independently under routine supervision
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

- Overtime and out of hours work (including evenings, weekends and public holidays) may be required
- Victorian Working with Children Check (employee)
- Hep B Vaccines required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.