



POSITION DESCRIPTION

Position Title	Group Exercise Instructor	
Directorate	Sports and Recreation	
Service	Planning	
Responsible to	Health & Fitness Team Leader / Health & Fitness Coordinator	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW7118	
Status	Casual	
Hours	N/A	
Salary	Rate will be dependent on type of class and experience (inclusive of 25% casual loading)	Band/Level: 1/1
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Working with Children Check	
Date reviewed: June 2020		Reviewed by: Senior Manager Sports and Recreation

POSITION PURPOSE

You will teach fitness classes in Council- run recreation facilities. Expertise in choreography, counting, cueing, and instructing are required to help participants maximize their workout goals. You are expected to create a safe but fun atmosphere during workouts whilst promoting Councils facilities in positive and professional manner.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Professionally trained and certified by a nationally recognised organization to teach individuals in the specific class type required, providing safe and effective exercises.
2. Ability to organise work, manage time, and complete multiple tasks with attention to detail
3. Good communication skills
4. Commitment to customer service.
5. Ability and confidence to network and build rapport
6. Ability completing administrative functions and tasks as required
7. Must hold a current NSW Working with Children Check clearance for any Fit Kid programs or similar
8. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice
9. Current First Aid and CPR Certifications
10. Les Mills Qualified (if applying for RPM or Body Pump)

Desirable Criteria:

1. Qualified and experienced in multiple disciplines.
2. Previous experience working in a Council operated Recreational Facility.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Accountability

1. Cue proper body alignment and demonstrate good form throughout class.
2. Provide intensity options.
3. Be a good motivator.
4. Monitor heart rate and/or perceived exertion level periodically throughout the workout.
5. Use transitions that are smooth.
6. Arrive early to class.
7. Record Class numbers
8. To represent Ashfield Aquatic Centre and Leichhardt Park Aquatic Centre on behalf of Council in an honest and professional manner.
9. Be a good role model inside and outside of the gym setting.
10. Other duties that may be required from time to time as directed by the Health and Fitness Team Leader / Coordinator.

11. Complete and maintain First Aid and CPR certifications

New Business Generation

1. To support and participate in centre promotional activities
2. Offer marketing and promotional ideas
3. Use all marketing material provided to optimise a positive awareness of the Centre and the benefits it offers prospective members

Staff and Training

1. Participate in regular in-house training sessions

Retention

1. To provide excellent customer service to all members and visitors
2. Communicate member feedback to the Health & Fitness Coordinator

Marketing

1. Assist with all marketing initiatives done in the centre as requested by management.
2. Offer ideas on advertising to be undertaken by the centre

Work Health and Safety

1. Follow all WH&S policies and procedures including responsibilities as set in the WH&S attachment of this position description.
2. Identify and report all hazards to the Health & Fitness Coordinator/Aquatic Facilities Manager.
3. Do not knowingly place yourself, other employees or patrons in danger due to your actions.
4. Observe safety rules and formal emergency procedures.
5. Assist to investigate accidents/incidents and implement risk controls.
6. Notify the Health & Fitness Coordinator/Aquatic Facilities Manager of any injury/illness as soon as possible.

KEY RELATIONSHIPS:

Internal: Health and Fitness Coordinator / Team Leader, Aquatic Facilities staff

External: Aquatic Centre members and users, general public.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none">• Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation	<ul style="list-style-type: none">• Conformance to WH&S policy and procedures• Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures

<ul style="list-style-type: none"> • Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> • Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> • Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> • Training records
<ul style="list-style-type: none"> • Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor • Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> • Hazard identification reports • Workplace inspection reports
<ul style="list-style-type: none"> • Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> • PPE maintenance records • Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> • Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> • Training records. • Supervisor site inspection records
<ul style="list-style-type: none"> • Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> • Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Group Exercise Instructor as detailed in this document.

Signature:

Date: / /