

POSITION DESCRIPTION

Position Title	Gym Supervisor LPAC 20 Hours	
Division	Recreation And Aquatics	
Group	Leichhart Park Aquatic Centre	
Responsible to	Health & Fitness Co-Ordinator, Team Leader Health & Fitness	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW5098	
Status	Permanent Part Time	
Hours	20 hours	
Salary Point	4A to 4E	
Salary	\$51, 239- \$56,558 pa based on 35 hours \$29,279- \$32,319 pa based on 20 hours	Band/Level:
Allowances	Nil	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____	
Date reviewed: July 2018		Reviewed by: Group Manager Title

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth

POSITION PURPOSE

Contribute to the health and wellbeing of the Inner West community through the supervision of the gymnasium area. Providing high level of customer service, quality control and safety whilst on shift. You will ensure all programs conducted are safe and meet industry and LPAC standards. You will provide quality fitness assessments and exercise programs to Centre users.

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 First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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. Accredited in the provision of Health & Fitness Programs (e.g. Certificate III)
2. Registered with Fitness NSW via Fitness Australia
3. Maintenance of current insurance for all accredited programs.
4. Demonstrated planning and organisational skills.
5. High levels of initiative and self motivation.
6. Excellent communication and customer service skills.
7. Excellent team work.
8. Experience in developing and implementing a broad range of fitness programs for a wide range of user groups utilising various pieces of fitness equipment.
9. Experience in conducting fitness testing for a broad range of clients and individuals including clients with special needs (e.g. rehabilitation and medical constraints).
10. Experience working in large multi-purpose Fitness Centre.
11. Basic Knowledge of EEO and WH&S and their application in the work place.
12. Ability to clean and maintain various pieces of fitness equipment and knowledge of basic gym hygiene
13. Current First Aid Certificate
14. Computer Literate

Desirable Criteria:

1. Accredited in the provision of a wide range of Health & Fitness Programs (Certificate IV, Special Populations, Aqua aerobics, Circuit, group exercise, Children's exercise etc).
2. Fit and competent sportsperson.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Accountable to Health & Fitness Co-Ordinator and Assistant Manager Health & Fitness.
- To provide quality fitness assessments & exercise programs to Centre users.
- To ensure excellent customer service to all centre users.
- Maintain good relationships with all staff and other users.
- Ensure all activities conducted whilst supervising the gym are safe and well managed
- Follow all procedures and conditions of employment outlined by the Assistant Manager Health & Fitness and Coordinator Health and Fitness.
- Follow guidelines and direction as stated in the Health and Fitness procedures manual
- Proactive supervision of the gymnasium area at all times whilst on shift to ensure high level of customer service, quality control and safety.

- Ensure the provision of a high level of customer service.
- Ensure all programs you conduct are safe and meet industry and LPAC standards.
- Ensure all Fitness assessments you conduct are safe and meet industry and LPAC standards
- Ensure all users receive appropriate screening, counselling and monitoring to LPAC and Industry standards.
- Ensure areas are cleaned regularly & all equipment is maintained as per LPAC Health & Fitness department requirements & industry standards.
- Keep up to date with fitness industry standards and trends.
- Fill in as instructor when required.
- Attend meetings and workshops where applicable.
- Work to all council requirements in relation to EEO and WH&S policies
- Assist in the preparation and implementation of a yearly marketing plan including working at promotional days.
- Assist with classes, marketing, events, promotions, clerical and other associated duties as required.

KE RELATIONSHIPS:

Internal: Including but not limited to Health and Fitness department, Customer Service department, Operations Department, Centre staff, IWC Council departments and stakeholders of the Aquatics facilities.

External: Including but not limited to service providers for gymnasium, facilities, users of Council's community facilities, local residents, contractors, schools, clubs and local and state government agencies and organisations.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISOR

LEVEL 5

WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks.

You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none">• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.	<ul style="list-style-type: none">• Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none">• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.	<ul style="list-style-type: none">• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.• Analysis of accident/incident trends• Regular team meetings• Use of the hazard reporting process
<ul style="list-style-type: none">• Commitment to WH&S	<ul style="list-style-type: none">• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none">• Undertaking accident/incident investigations	<ul style="list-style-type: none">• Evidence of documented and signed accident investigation forms

<ul style="list-style-type: none"> • Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> • Regular meetings with WH&S rep
<ul style="list-style-type: none"> • Improving health and safety performance 	<ul style="list-style-type: none"> • Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> • Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> • Development of a schedule of inspections • Completed inspections
<ul style="list-style-type: none"> • Attending health and safety meetings 	<ul style="list-style-type: none"> • Evidence of signed/ documented minutes
<ul style="list-style-type: none"> • Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> • Employee inductions complete. • Evaluation of induction by employees
Responsibilities	Performance Measures
<ul style="list-style-type: none"> • Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> • Evidence of signed return to work programs • Selected duties register
<ul style="list-style-type: none"> • Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> • Regular documented meetings with staff • Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> • Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> • All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> • Developing health and safety procedures 	<ul style="list-style-type: none"> • Development of specific procedures where required
<ul style="list-style-type: none"> • Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> • Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Health & Fitness Gym Supervisor** as detailed in this document.

Signature:

Date: / /