



Group Fitness Instructor

POSITION PROFILE

Division	Shire Services	Status	
Unit	Sport & Leisure	Salary Grade	13
Reports to	Senior Duty Officer – Group Fitness Operations	Reviewed	January 2022

STRATEGIC INTENT

The Leisure Centres enrich the community by providing access to health, fitness and recreation programs and services that promote lifelong active living

POSITION PURPOSE

To carry out the duties assigned to the position which support the operational requirements of the Fitness Department's service delivery within the Leisure Centres. This includes but is not limited to:

- Instruction of safe and effective group fitness classes for Leisure Centre customers.
- Fulfil the duties of alternative roles for which requisite qualifications, knowledge and capability are possessed.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Delivery of safe and effective group fitness classes of the expected quality	<ul style="list-style-type: none">▪ Customer feedback▪ Punctuality▪ Supervisor's assessment▪ Demonstration of awareness of best practice▪ Demonstration of compliance with procedures
Maintenance of desired participant attendance levels	<ul style="list-style-type: none">▪ Statistical attendance data > required minimum
Compliance with industry best practice standards and relevant unit procedures	<ul style="list-style-type: none">▪ Demonstration of awareness of best practice▪ Demonstration of compliance with procedures▪ Regular attendance to staff meetings and workshops
Support unit promotional activities and communicate relevant and accurate information to customers	<ul style="list-style-type: none">▪ Knowledge of unit service catalogue▪ Awareness of current information▪ Customer feedback

Effective communication with team members and supervisors	<ul style="list-style-type: none"> ▪ Punctuality ▪ Workout area(s) and equipment maintained to the required standard ▪ Statistical data on absenteeism and class cancellation ▪ Attendance to staff meetings
Provide professional advice and guidance to LC customers in regards to exercise and a healthy lifestyle	<ul style="list-style-type: none"> ▪ Attend workshops and keep up to date with current industry best practice standards
Maintenance of all applicable industry licences	<ul style="list-style-type: none"> ▪ Completion of relevant continuing education ▪ Provision of renewed licences
Any extra duties required by supervisors	<ul style="list-style-type: none"> ▪ Willingness to assist with tasks ▪ Completion and quality of work undertaken

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Certificate III in Fitness (Group Exercise) ▪ CPR Certificate (current or evidence of pending renewal) ▪ Senior First Aid Certificate (minimum - current or evidence of pending renewal) ▪ AUSREPS registration (current or evidence of pending renewal) OR registration with recognised peak body for specialised programs such as Yoga
	Desirable	<ul style="list-style-type: none"> ▪ Certified Aqua Instructor ▪ Certified Fitness Boxing Instructor ▪ Certified Les Mills Instructor (various) ▪ Certified Pilates instructor ▪ Certified Yoga instructor ▪ Certified Metafit/MetaPwr instructor ▪ Certified Suspension training instructor ▪ Certified Kettlebell instructor ▪ Certified Spin/Indoor Cycle instructor ▪ Certified Pre/Post Natal exercise instructor ▪ Certified barre instructor ▪ Dance based qualifications ▪ WWCC ▪ Qualifications relevant to other Leisure Centre roles
Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Demonstrated experience in instructing group exercise classes to music
	Desirable	<ul style="list-style-type: none"> ▪ Delivery of dance based fitness classes ▪ Requisite knowledge and capability in other Leisure Centre roles

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Personal Appearance: Well groomed and well presented ▪ Goals oriented: Self motivated and trustworthy ▪ Critical thinking: Innovative and enthusiastic ▪ Communication skills: Excellent and effective oral communication and instructions ▪ People skills: Ability to project both a professional and friendly manner ▪ Team focussed: Able to work in a team environment
------------	---

OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respect – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
------------	---

CORPORATE OBLIGATIONS

Employees	No direct reports.
Delegations	Nil
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Nil
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate

Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Nil

SPECIFIC CONDITIONS OF EMPLOYMENT

- Available to work on a seven day per week roster (Monday-Sunday) throughout the year
- Available to work various timeslots from 5am – 9pm including weekends
- Available to work at all centres – when required.
- Available to perform fill-in classes at short notice.
- Where requisite qualifications, knowledge and capability are possessed, be able to work additional hours in alternative roles if and when available. When this option is exercised the hourly rate of pay claimable will be that attached to the role the additional work is being performed. Which may differ from that of the primary, substantive position.
- Comply with Council's secondary employment determination