

POSITION DESCRIPTION

Position Title	Fitness Instructor
Position No.	772
Position Status	Casual
Business Unit	Leisure Services
Division	Community and Culture
Classification	Band 3
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	March 2021
Approved By	General Manager Community and Culture

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

Positively interact in a team environment with Health and Fitness Leader, health and fitness staff, facility staff and facility patrons. The position will oversee the health club at Aqua Energy and requires supervision of patrons in the health club, assessment of member needs, development of fitness programs, program familiarisation and to take an active role in the facilities gym retention program.

ORGANISATIONAL RELATIONSHIPS

Reports to	Health and Fitness Leader
Supervises	NIL
Internal Liaisons	All Council staff
External Liaisons	General public, user groups and schools

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Work under general supervision.
- Show accountability for quality, quantity and timeliness of work as far as resources permit.
- Ensure the correct information is given to clients on the services available.
- Provide a safe environment for all users of the health club.
- Supervise and provide guidance to patrons, new staff and trainees.
- Provide explanations of specific procedures or practices.

Judgement and Decision Making

- Exercise the ability to make decisions relevant to the day-to-day operation of the health club.
- Make decisions on safety for health club users.
- Demonstrate the ability to take necessary action, without hesitation, in the case of an emergency, medical or otherwise.
- Use your own judgement in accordance with centre and Council policies and procedures.
- Give guidance and advice to all members within a timely manner.

Specialist Knowledge and Skills

- Demonstrate experience in the supervision of a health club.
- Demonstrate skill in preparation of writing fitness programs.
- Demonstrate experience in the operation and maintenance of gym equipment.
- Show the ability to describe and demonstrate correct exercise technique.
- Demonstrate knowledge of Occupational Health and Safety (OH&S) standards.

Management Skills

- Display the ability to set priorities and manage time.
- Show the ability to operate autonomously with limited supervision.
- Assist in the training and development of new staff and trainees.

Interpersonal Skills

- Demonstrate ability to communicate effectively, both verbally and in writing.
- Show well developed communication and public relations skills.
- Be able to provide positive image of Healthy Lifestyles operations at all times.
- Show the ability to work as a team member and contribute to a team orientated environment.

- Demonstrate ability to use initiative to resolve problems and make decisions.
- Demonstrate ability to gain cooperation and assistance from staff and patrons in relation to the daily operations of the health club.
- Demonstrate a Confidence to approach patrons to speak to them, correct technique or ask them to modify their behaviour.
- Show a basic level of conflict resolution and negotiation skills.

Qualifications and Experience

- Certificate III in Fitness.
- Level II First Aid.
- Current Cardio Pulmonary Resuscitation.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Level II First Aid.
- Current Cardio Pulmonary Resuscitation.
- Working with Children Check.
- Certificate IV Specialisation Module in Exercise for Children and Young Adolescents (or equivalent).
- Physical Activity Australia or Fitness Australia registration.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Actively supervise and direct patrons in correct and safe exercise technique and use of equipment so as to promote an environment where patrons can maximise participation and enjoyment of the facility's programs and activities in accordance with CPIs.

- Regularly communicate with patrons to understand their health and fitness goals and conduct fitness assessments, re-assessments and program starts to enhance and maintain motivation in accordance with CPIs.