



## POSITION DESCRIPTION FORM

File No: PDF-F0039248

### POSITION IDENTIFICATION

Title:	Gym Instructor	Level:	Level 3
Service Unit:	Eaton Recreation Centre	Award:	Local Government Industry Award 2020
Directorate:	Sustainable Development	Date Effective:	10 December 2020
Reporting to:	Fitness Centre & Memberships Team Leader	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- Assist with the development and promotion of Fitness programs and services that are of a high standard, satisfy customer needs, and are safe and compliant with Fitness regulations.
- Ensure that all services contribute to an overall positive image of the Eaton Recreation Centre by providing excellent customer service.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Actively seek Personal Training clients through in-house and external promotion, building rapport and exhibiting a professional, knowledgeable demeanor.
- Develop and deliver personal training plans and provide nutritional and health advice to personal training clients as needed.
- Develop and deliver freestyle group training and actively seek clients through in-house and external promotion.
- Supervise the behaviour and activities of gym users ensuring safe and acceptable conduct is maintained.
- Provide gym users with an enjoyable experience by building and maintaining rapport, encouraging participation and membership retention.
- Assess gym user's health, fitness and ability levels and prescribe fitness programs to suit their needs.
- Ensure that all equipment and work areas are clean, hygienic and safe to use as per policies and procedures.
- Ensure fitness equipment is maintained to a good standard, is fit for purpose and safe for use. Report maintenance issues to Team Leader as necessary.
- Monitor customer's compliance with gym entry conditions and communicate breaches to supervisor.
- Undertake Inspections as required in areas of operation of Fitness programs and services.
- Assist with the training and development of Fitness Industry work placement students.

## SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Undertake on the job and off the job training as required to maintain Fitness Australia qualifications and industry knowledge.
- Any other duties as directed by the line supervisor / manager.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders, ratepayers, members and general public.

## POSITION DIMENSIONS

Work Location: Eaton Recreation Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: Not Applicable.

## EXTENT OF AUTHORITY

This position operates under the direction of the Manager Recreation Centre and under supervision either individually or in a team environment, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.

## CORPORATE ACCOUNTABILITIES

- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

## VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



## SELECTION CRITERIA

- Essential:
1. Certificate III in Fitness (Gym Instruction).
  2. Current Provide First Aid, Working with Children check and National Police Clearance.
  3. Current accreditation with Fitness Australia or suitably recognised fitness body in Gym Instruction.
  4. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.

Desirable:

1. Demonstrated experience in fitness instruction within a fitness centre
2. Certificate IV in Fitness (Personal Training).