



POSITION DESCRIPTION FORM

File No: PDF-F0039248

POSITION IDENTIFICATION

Title:	Fitness Coach	Level:	Level 3
Service Unit:	Eaton Recreation Centre	Award:	Local Government Industry Award 2020
Directorate:	Sustainable Development	Date Effective:	10 December 2020
Reporting to:	Gym and Group Fitness Team Leader	Date Last Reviewed:	12 July 2024

PURPOSE OF POSITION

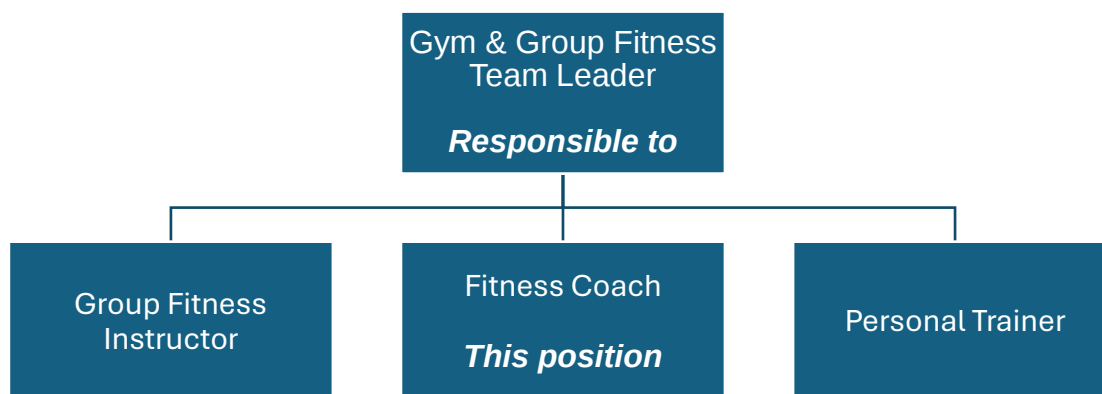
*Responsible for providing an exceptional and consistent customer experience at Eaton Recreation Centre in line with our service vision “**exceptional service, every customer, every interaction**”.*

Provide a high level of gym and fitness service/program delivery at all times in accordance with industry regulations and guidelines.

Ensure a safe, clean and enjoyable environment is provided to patrons at all times.

*Contribute to the development and promotion of the Eaton Recreation Centre as the Shire of Dardanup’s community focussed Recreation Centre and fulfil our Centre mission of “**everyone active; move more, LIVE more**”.*

POSITION RELATIONSHIPS



SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Develop workout/exercise programs, educate and demonstrate correct and safe exercise technique and equipment usage. Provide nutritional and health advice to clients within scope of qualifications.
- Supervise the behaviour and activities of gym users ensuring area entry conditions, etiquette, and safety is always maintained. Log and communicate entry condition and etiquette breaches to Supervisor.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Ensure highest standard of presentation and facility cleanliness - all equipment and work areas are clean, hygienic and safe to use as per policies and procedures.
- Provide members and patrons with a positive experience by engaging users, building and maintaining rapport, encouraging participation and membership retention.
- Complete appraisals and assessments of gym user's health, fitness and ability levels and prescribe tailored fitness programs to suit their needs. Complete reviews and progress training plans for members.
- Use digital gym software and other software applications to manage member's fitness journey and interactions.
- Ensure fitness equipment is maintained to a high standard, is fit for purpose and safe for use. Log and report maintenance issues to Team Leader.
- Deal with conflict situations, log and communicate entry conditions and etiquette breaches to Supervisor.
- Conduct small group training and circuit training classes on the gym floor.
- Actively promote services and inclusions to members and patrons.
- Complete injury/incident reports and shift reports whilst on shift.
- Undertake inspections as required in areas of operation of Fitness programs and services.
- Follow established work methods and procedures for consistency and provide feedback of process improvements.
- Respond to member and patron enquiries in a timely manner to uphold ERC service standard.
- Assist with the training and development of Fitness Industry work placement students.
- 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.
- 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

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| Essential: | <ol style="list-style-type: none"> 1. Certificate III in Fitness (Gym Instruction). 2. Current Provide First Aid, CPR, Working with Children check and National Police Clearance. 3. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders. 4. Energetic and outgoing personality with an exceptional ability to effectively engage and connect with a broad demographic of members 5. Good organisational and time management skills, including ability to prioritise, work independently and as part of a team and work well under pressure. 6. Capability with relevant systems, equipment, processes and procedures and an ability to accommodate and adapt to change. 7. Ability to produce accurate work with sound attention to detail. 8. A positive and flexible attitude to work and work within a team environment. 9. Ability to work flexible hours and public holidays to suit the operational needs of the Eaton Recreation Centre. |
| Desirable: | <ol style="list-style-type: none"> 1. Demonstrated experience in fitness instruction within a fitness centre. 2. Certificate IV in Fitness (Personal Training). 3. Current accreditation with Aus Active or suitably recognised fitness body. |