



POSITION DESCRIPTION FORM

File No: PDF-F0414098

POSITION IDENTIFICATION

Title:	Fitness Coordinator	Level:	Level 7
Service Unit:	Sport & Recreation	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Community & Economic Development	Date Effective:	24 March 2026
Reporting to:	Manager Recreation Centre	Date Last Reviewed:	24 March 2026

PURPOSE OF POSITION

- Responsible for the co-ordination, leadership, planning and reporting of recreational and leisure programs across the Gym, Group Fitness, and Membership service areas of the Eaton Recreation Centre.
- Coordinate the effective delivery of fitness operations and group fitness programming by upholding high standards that contributes to a positive customer experience.
- Development and implementation of innovative strategies which improve the viability and sustainability of the Eaton Recreation Centre to drive new member acquisition as well as a strong focus on member retention and loyalty.
- Facilitates and supports the delivery of recreation services, programs and facilities that meet the needs of the community and provides strategic advice and input into the future planning of facilities, programs and services.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide leadership and support to Recreation Services staff, and community user groups for the provision of fitness programs, services, activities and memberships.
- Develop and implement a membership retention strategy to maximise membership retention rates.
- Provide effective leadership, management and support of the Fitness portfolio including Gym, Group Fitness and Membership teams.
- Undertake rostering of Fitness portfolio in-line with the Shire's adopted Workforce Plan and the Eaton Recreation Centre's operational model and business goals.
- Provide technical/professional advice to Manager Recreation Centre and other staff on existing and future recreational and wellness needs of the community.
- Identify and seek external grant funding opportunities to supplement ERC initiatives, programs, services and infrastructure.
- Plan, develop, implement and evaluate existing, new and innovative programmes and activities to meet the recreational needs of the community.
- Manage, implement and evaluate programs and services to ensure that the needs and expectations of ERC members and customers are met.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Monitor and evaluate all program aims, objectives, financial outcomes and participation levels on an ongoing basis to ensure their success.
- Establish and maintain partnerships with internal and external stakeholders and government agencies for the development of recreation initiatives.
- Continually monitor health, fitness and technology industry trends to assist with the development and implementation of programs meeting customer expectations of a 24 hour gym.
- Prepare, manage and maintain ERC annual operational area budgets and provide strategic information and advice on the requirements for the ERC including fees and charges, capital and asset budgets.
- Develop marketing and promotional strategies for the Eaton Recreation Centre in collaboration with the Manager and Shire of Dardanup Marketing and Promotions Officer in order to increase community awareness, involvement, participation and usage of the ERC, programs and events.
- Develop and maintain management policies and procedures for the ERC.
- Operate as part of the ERC Management Group and assume the Acting Managers role as required.
- Provide operational leadership coverage as required, including open and close shifts.
- Ensure the proper planning and development of ERC run and hosted events.
- Represent the Shire and Recreation Services on relevant committees and workshops as required.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for:	Fitness Coaches (Gym Instructors) Membership Officers Group Fitness Instructors Personal Trainers
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.

POSITION DIMENSIONS

Work Location:	Eaton Recreation Centre.
Delegated Authority:	As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Manager Recreation Centre 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 the Work Health and Safet Act 2020.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020.
- 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 and 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. Tertiary qualifications in Sport, Recreation, Leisure Sciences, Business or a relevant related field, and/or relevant experience in a leadership or management capacity within a recreation centre or fitness / health club environment.
2. Certificate IV in fitness.
3. Demonstrated communication, public relations and interpersonal skills in a customer-based business environment with an ability to influence, negotiate and resolve conflict.
4. Experience planning, delivering, evaluating and reporting program outcomes in a fitness, health and wellbeing capacity for a broad demographic.
5. Strong organisational skills with the capacity to supervise a multi-disciplinary team to manage priorities and meet deadlines.
6. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs, in addition to experience in budget preparation, monitoring and reporting.
7. Proven leadership capability coupled with strong interpersonal skills and an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
8. Proven ability to engage and influence outcomes for the organisation by managing issues and challenges with a capacity to address such issues and challenges.
9. Current Provide First Aid, Working with Children check and National Police Clearance or ability to obtain.

Desirable:

1. Previous experience or an understanding of Local Government recreation facilities.
2. Experience with digital fitness software and leisure management systems.
3. Experience in instruction of Group Fitness classes.
4. Experience in membership sales and retention.
5. Experience with marketing and promotion using a varied range of media platforms.