
Kingborough Council

Information Package for Applicants



Position:	Casual Group Fitness Instructor, Kingborough Sports Centre, Position Numbers 000575
Employment Status:	Casual
Department:	Kingborough Sports Centre
Applications Close:	Sunday 7 April 2024
Further Information:	Sean Kerr, Operations Manager, KSC, on 03 6211 8200.



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Kingborough Sports Centre

The Kingborough Sports Centre is owned and operated by the Kingborough Council.

The Sports Centre is located at Kingston View Drive, Kingston and offers a wide range of recreational facilities including a well-equipped fitness centre, aerobics room, sports stadiums, squash courts and gymnastics facilities.

The Sports Centre averages 1,000 clients per week and caters for major events, including state and national sporting carnivals. Team sports are a major feature of the Centre with regular rosters for volleyball, basketball, netball, futsal, indoor soccer involving a wide range of age groups.

The Fitness Centre, located within the Sports Centre, provides a wide range of services including Group Fitness and Mind/Body classes, specialist strength and conditioning programs and equipment, and personalised fitness programs.

The Sports Centre is staffed by qualified personnel and is currently open 7 days a week.

Further information is available on the website at <https://www.kingborough.tas.gov.au/recreation-facilities/ksc-2/>

Position Advertisement

Group Fitness Instructor (Casual), Kingborough Sports Centre

The Kingborough Sports Centre offers a wide range of recreational facilities including a well-equipped fitness centre, aerobics room, sports stadiums, squash courts and gymnastics facilities.

We are currently seeking two enthusiastic group fitness instructors to join our driven and hardworking team. Your primary responsibility will be to empower and motivate our fantastic members throughout each session, encouraging their active participation in our fitness community. The role may also include reception duties and personal training opportunities dependent upon the successful candidates' qualifications and experience.

As the successful candidate, you will have:

- Certificate III or IV in Fitness.
- Passion about health and fitness with genuine desire to help others achieve their goals.
- Knowledge and skills in the delivery of group fitness, with the ability to adapt your approach to cater to different class styles.
- Positive, motivating, and effective communication skills to connect with and inspire clients.

Further details: The position is offered on a casual basis with an hourly rate of \$45.12 per class, inclusive of casual loading. For more information, please contact Sean Kerr, Operations Manager Kingborough Sports Centre on 03 6211 8200.

How to apply:

- Before you begin, please ensure you have read the Position Description and the Key Selection Criteria.
- Ensure you have copies of the following to submit with your application:
 - a short covering letter to introduce yourself and outline the reasons you are applying for the position, and
 - a current resume that includes relevant information such as details of your work history, qualifications and any other training or development programs.
- You must address the selection criteria in the online application form.
- Applications must be submitted by using the online form on Council's website. You can save your application as you progress through the stages until you submit your completed application.

Applications close on Sunday 7 April 2024

Key Selection Criteria

Group Fitness Instructor (Casual)

You will be asked to address the following selection criteria in your application:

Essential

1. Please outline your previous experience as a Fitness Instructor.
2. Please tell us about your customer service experience.
3. Please outline your experience in membership sales.
4. Please tell us about your communication, conflict resolution and interpersonal skills.
5. Please outline your knowledge of Work Health and Safety and quality and environmental requirements as they relate to the fitness industry.
6. Please tell us about your experience in working cooperatively and productively within an organisation and building relationships with both patrons and team members.

Licences and Certificates

1. Do you have Certificate III or IV in Fitness or equivalent?
2. Do you have current Fitness Industry Registration (desirable)?
3. Do you hold a current First Aid Certificate (desirable)?
4. Do you have a Tasmanian Working with Vulnerable People licence (desirable)?
5. Do you have Aerobics/Group Fitness Instructor qualifications in relevant class types, for example: Metafit, Cycle/RPM, Freestyle, HIIT/Circuit, Older Adults, Zumba, Yoga, Pilates?

Position Description

GROUP FITNESS INSTRUCTOR (Casual)

KINGBOROUGH SPORTS CENTRE

POSITION DETAILS

Position No.	000575	Department	Governance & Community Services
Employment Status	Casual	Location	Kingborough Sports Centre
Unit	Sports Centre	Classification	Group Fitness Instructor

POSITION OBJECTIVE

- Provide supervision, professional tuition, advice, encouragement and support to all gym and fitness class users.
- Assist in providing a safe, clean and well-maintained environment for all clients engaged in the Fitness Centre services.
- Provide professional quality exercise prescription to all Fitness Centre users, build and maintain excellent working relationships with KSC clients and the Fitness Centre team.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Provide high quality, professional fitness tuition to Fitness Centre patrons of different abilities.
2. Provide a friendly, welcoming and safe environment for all class participants.
3. When required, conduct bookings, membership tours and administration to new and existing facility members in line with the KSC policy and procedures.
4. Supervise Fitness Centre patrons, giving technical and safety advice, support and encouragement.
5. Conduct a thorough induction for all new, inexperienced participants in line with Fitness Centre policy and procedures.
6. Maintain the Gym and Aerobics areas to an excellent standard in cleanliness and equipment safety.
7. Advise the Fitness Centre Team Leader of any required repairs or maintenance to equipment.
8. Report any injuries or illnesses during class and complete an incident report as required.
9. Demonstrate effective knowledge of WH&S and emergency requirements, such as first aid and evacuation procedures.
10. Advise the Fitness Team Leader of maintenance needs or safety issues as they arise.
11. Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: An employee at this level exercises high levels of initiative and judgment with broad instruction in the performance of their duties.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This role will work predominantly with colleagues from the Sports Centre.
2. **External** - This role will communicate with members, patrons and visitors to the Fitness Centre.
3. **Direct Report** - This role will report to the Fitness Centre Team Leader or a delegated representative and has no direct supervisory responsibilities.
4. **Indirect Reports** - NA

QUALIFICATIONS AND EXPERIENCE

Essential

1. Previous experience as a Fitness Instructor at a fitness centre.
2. Demonstrated ability to provide a high level of customer service.
3. Experience in membership sales.
4. High level communication, conflict resolution and interpersonal skills.
5. Extensive knowledge of Work Health and Safety and quality and environmental requirements relating to the fitness industry.
6. Demonstrated ability to work cooperatively and productively within an organisation and build relationships with both patrons and team members.

Licences and Certificates

1. Certificate III or IV in Fitness or equivalent
2. Current Fitness Industry Registration *
3. Current CPR and First Aid Certificate *
4. A Tasmanian Working with Vulnerable People licence *
5. Aerobics/Group Fitness Instructor qualifications in relevant class types, for example: Metafit, Cycle/RPM, Freestyle, HIIT/Circuit, Older Adults, Zumba, Yoga, Pilates.

****Council can assist the successful applicant to obtain this requirement following commencement.***

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Sports Enterprise Agreement No 1 of 2019</i>
Hours of Work:	The position is offered on a casual basis, with after business hours and weekend work required.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution as required.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position. A satisfactory National Police check is required for this position. The position also requires a Working with Vulnerable People accreditation.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus and</p>

	Hepatitis A and B).
Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Corporate Wardrobe	The Sports Centre supplies logo'd polo shirts and jackets for Sports Centre employees.
Other Employee Benefits	Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan.
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the People and Safety team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.