



POSITION DESCRIPTION

GROUP FITNESS INSTRUCTOR (Casual)

KINGBOROUGH SPORTS CENTRE

POSITION DETAILS

Position No.	000648	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 and IV in Fitness or equivalent.
2. Current CPR and First Aid Certificate.
3. Current Fitness Industry Registration.
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.