

<b>Job title:</b> Group Fitness Instructor	
<b>Classification:</b> Sessional rate	<b>Effective Date:</b> June 2023
<b>Reports to:</b> Group Fitness Team Leader	<b>Tenure:</b> Sessional

### About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer Experience and Service Delivery**



**Great Organisational Culture**



**Innovation and Continuous Improvement**



**Good Governance and Integrity**



**Long Term Financial Sustainability**

### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

The position will deliver high quality group fitness classes to patrons in a safe and hygienic environment and in accordance with industry standards, to assist in the improvement of patron's health and wellbeing.

## Key Responsibilities

### *Position Specific Responsibilities*

- Conduct group fitness classes (land or aqua) depending on qualifications and skills.
- Supervise patrons during classes and provide direction, advice and demonstration on safe and correct exercise techniques.
- Ensure full set up and pack up of classes.
- Monitor patron entry to class to ensure eligibility of participants.
- Provide high quality customer service in accordance with Centre policies. • Positively promote the Centre and its programs. • Treat all patron information in accordance with the Privacy Act.
- Ensure the safety of patrons and respond to first aid and emergency situations in accordance with Centre procedures.
- Conduct routine cleaning and maintenance tasks to ensure the group fitness area is clean and maintained to a high standard.
- Contribute ideas on area programs and service improvements.
- Act as Area Warden in emergency evacuations as required.

### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

## Accountability and Extent of Authority

**Budget:** Nil

**Staff responsibility:** Nil

## Judgement and Decision Making

- The position will work within a specialised area where procedures are well understood and clearly documented. The position may select from a range of

techniques, systems, equipment, methods or processes in determining the advice to be given to patrons.

### **Specialist Knowledge and Skills**

- Good customer service skills.
- Ability to demonstrate and coach patrons on safe exercise methods and techniques.

Certificates/Licences and Experience:

- Satisfactory National Criminal History Check.
- Working with Children Check.

### **Qualifications and Experience**

- Registration through AUSActive, Physical Activity Australia, Fitrec, Yoga Australia or equivalent as required.
- Appropriate specialist class qualifications and certificates including Les Mills International Certification.
- Level 2 First Aid Certificate.
- CPR Qualification.

Technology:

- Ability to utilise audio equipment

### **Interpersonal Skills**

- Good oral and written communication skills to enable positive interaction with patrons and other employees.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.
- Friendly, enthusiastic and professional approach.

Key Relationships:

- The position will liaise with other team members, Lifeguards (when performing aqua classes), Reception staff, key staff, patrons and community groups as required.

### **Management Skills**

- Ability to work as part of a team and individually under routine supervision.
- Ability to organise and forward plan for classes under general supervision.

## Key Selection Criteria

1. Ability to demonstrate and coach patrons on safe exercise methods and techniques.
2. Good oral and written communication skills to enable positive interaction with patrons and other employees.
3. Ability to organise and forward plan for classes under general supervision.

## Notes and comments:

- The position includes an inherent physical requirement to lift and move exercise equipment and safely demonstrate exercise techniques. Please refer to the Physical and Functional Requirements Checklist for more information. Short listed candidates may be required to attend a pre-employment medical examination.
- The position may be required to attend out of hours meetings and training sessions.
- The position may be required to work from different locations within the municipality.
- The position may be required to work shifts anywhere within the Centre's ordinary spread of hours:
  - Monday to Friday 4.30am – 11.00pm
  - Saturday 4.30am – 8.30pm
  - Sunday and public holidays 7.00am – 8.30pm

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	✓	As required before, during and after class.	Dependent on class type
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	✓	As required before, during and after class.	Dependent on class type
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	✓	As required before, during and after class.	Dependent on class type
<b>Standing</b> Tasks involve standing in an upright position	✓	As required before, during and after class.	Dependent on class type
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height	✓	As required before, during and after class.	Dependent on class type
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	✓	As required before, during and after class.	Dependent on class type
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	✓	As required before, during and after class.	Dependent on class type

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body	✓	As required before, during and after class.	Dependent on class type
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.		Not required	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	✓		

**Any other relevant comments:**