



POSITION DESCRIPTION

POSITION TITLE:		Gym Instructor			
POSITION NO:		705104	CLASSIFICATION:		Band 3
DIVISION:		City Works and Assets			
BRANCH:		Recreation & Leisure			
UNIT:		Gym and Dry Programs			
REPORTS TO:		Health and Fitness Team Leader			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a [child safe organisation](#) and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- To evaluate participant's health and fitness and their ability to undergo exercise.
- To develop, deliver and supervise fitness programs that assist participants to achieve their health and fitness objectives.
- To actively and effectively engage with gym users, to enhance the quality of their gym experience providing a high level of customer service
- To ensure the gymnasium is clean and safe for patrons and that the equipment is well-maintained at all times.
- To implement and follow gym policies and procedures.
- To assist in the promotion and development of gymnasium programs to residents of the municipality and members of the public.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Richmond Recreation Centre along with the Collingwood Leisure Centre, Fitzroy Swimming Pool, Collingwood Estate Gym and Burnley Golf Course form the Yarra Leisure Branch.

As part of the Community Programs division, the centre has a commitment to improving both the physical and mental health of the community.

KEY RESPONSIBILITIES & DUTIES:

To evaluate participant's health and fitness and ability to undergo exercise, including:

- The ability to help clients set achievable goals
- Conduct a Body composition analysis.
- Undertake Blood pressure readings.
- Conduct Health Risk Assessments
- Review with participants their medical condition, social and lifestyle habits.
- Determine the client's *Needs Vs Wants* (do not over program)

To develop, deliver and supervise fitness programs that assist participants to achieve their fitness, rehabilitation or therapy objectives.

- To design individual fitness programs that are safe, motivating and specific to the client.
- Develop safe and appropriate exercise programs to ensure correct and safe technique.
- Ability to undertake small group training classes
- To educate all clients in the proper use of gymnasium equipment, and the benefits and use of a combination of activities within the Leisure Facilities.
- To regularly review progress of participants and provide advice.
- To ensure the safe implementation of exercise regimes, including liaison with appropriate medical professionals and the safe operation of equipment, as well as adhere to Yarra policies and procedures.
- Achieve an appointment occupancy rate of a minimum 55% on the gym floor each calendar month

To actively and effectively engage with gym users, to enhance the quality of their gym experience providing a high level of customer service

- Foster a friendly welcoming environment within the gym for all gym users
- To actively engage with gym users to understand their specific goals, discuss program options, follow up their progress and encourage and motivate their success.
- Be a proactive support resource for gym users,

To ensure the gymnasium is clean and safe for patrons and that the equipment is well-maintained at all times.

- Assist in the monitoring and reporting of any OH&S (via the in-house TASK database), maintenance and cleaning issues relating to the gymnasiums and its equipment.
- To ensure the gymnasium is safe, clean, useable and hygienic.
- Maintain a clean and tidy work environment.
- Report issues concerning members, the facility or equipment to the Team Leader.
- Ensure a minimum of 70% of all checklist tasks are completed each shift.

To implement gym policies and procedures

- Adhere to all Yarra Leisure policies and procedures
- Ensure gym rules and regulations are followed at all times.
- Actively supervise participants in their workouts.
- Available at all times to assist, help and answer questions.

To assist in the promotion and development of Gymnasium programs to residents of the municipality and members of the public

- To maintain detailed knowledge of Yarra Leisure's programs that are offered to leisure centre members and the public
- To actively cross promote all leisure centre programs and services.
- Ability to deliver circuit classes for up to 20 participants
- Ability to work with a wide range of ages, abilities, and cultural backgrounds and be inclusive of all patrons
- To maintain a knowledge of all Leisure programs and promotions and ability to actively promote them in your role.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Gymnasium Instructor is directly accountable to the Gymnasium Team Leaders for providing efficient and effective instruction and supervision of exercise programs provided.
- Ensures safety of participants, particularly in their use of exercise equipment.
- Determines appropriate use of exercise equipment.
- Promotes the health and fitness of participants, and supports them to meet their sporting, recreation, rehabilitation and or therapy needs.
- Work is performed within specific guidelines and under general supervision.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING:

- Exercise judgement over the behaviour of participants ensuring that they do not place themselves or others at risk.
- Assess participant's fitness levels and capacities and develop appropriate fitness programs.
- The tasks performed require selection from a limited range of existing fitness, rehabilitation and therapy techniques, equipment and methods in a defined range of recurring work situations.
- Guidance and support are always available.

KEY COMPETENCIES

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge of basic anatomy, kinesiology, physiology, biomechanics and nutrition and ability to teach and advise.
- Knowledge and understanding of routine gymnasium equipment.
- Knowledge and the ability to undertake a limited range of specified elementary physical testing.
- High level of personal fitness.
- Knowledge and experience in the development of individual gymnasium oriented fitness programs.
- Ability to handle difficult situations/customers with diplomacy and tact.
- Ability to assist in the marketing of other Yarra Leisure services and programmes.
- Commitment to professional development through relevant professional peak bodies.
- Gym Instructors will be required to follow all relevant policies and procedures in line with Quality Assurance (ISO 9001).

- Gym Instructors will comply with City of Yarra Leisure Service procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services.

INTERPERSONAL SKILLS

- An outgoing, friendly personality with an ability to communicate easily with people of a broad range of age, abilities and cultural backgrounds.
- Excellent communication with the ability to answer a variety of questions from patrons relating to the duties of the position.
- Familiar with the needs of and comfortable attending to the needs of groups with special needs.
- Ability to work well as part of a team providing enthusiasm and motivation.
- Ability to gain co-operation of other staff and patrons of the centre.

MANAGEMENT SKILLS

- Experience in managing small and large groups in a gymnasium environment.
- Organisation and time management skills.
- Ability to create and deliver classes at short notice.

QUALIFICATIONS & EXPERIENCE:

Mandatory Qualifications and are:

Essential

- Current Working with Children Check,
- Current CPR
- First Aid Level 2
- Certificate 3 in Fitness
- Certificate 4 in Fitness or an approved certification in Fitness such as (Bachelor of Human Movement, Physical Education)
- Fitness Registration with an accredited organisation. i.e. Fitness Australia

Desirable

- Previous experience instructing in a diverse gymnasium environment or similar
- Experience working with older adults and/or special needs groups
- Relevant experience in a variety of facilities and programs such as small group training and circuit training
- Multi-skilled in more than one area of service delivery.

MULTISKILLING

The incumbent may be directed by the Gymnasium Team Leader to carry out other duties that are within the limits of the employee's skill, competence and training. The role will require completion of shifts across the range of Yarra leisure facilities and across a broad spread of hours from open shift to close shift and at weekends.

KEY SELECTION CRITERIA

- Demonstrated ability and experience in assessment of a participant's health and fitness needs and to develop deliver and supervise programs that assist them to achieve their fitness, rehabilitation or therapy objectives whilst ensuring that safe and correct technique is followed.
- Sound communication skills
- Excellent customer service skills with emphasis on proactive engagement of all Gym users and also working with diverse groups/individuals and members of CALD Communities.
- Experience in assessing needs of special population groups' and developing appropriate programs for them.
- An active team member with a strong work ethic.
- An ability to work a flexible range of hours including weekends, mornings and evening shifts.