

POSITION DESCRIPTION

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| Position Title | Group Fitness Instructor |
| Position No. | 769 |
| Position Status | Casual |
| Business Unit | Leisure Services |
| Division | Community and Culture |
| Classification | Band 3 |
| | Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| Date Approved | October 2016 |
| Approved By | General Manager Community and Culture |

WELLINGTON SHIRE COUNCIL VALUES

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| Cooperation | Working together, teamwork, collaboration and being solution-oriented. |
| Integrity | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| Balance | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| Professionalism | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

POSITION OBJECTIVE

Positively interact in a team environment with Health and Fitness Leader, fitness instructors, facility staff and program participants. The Group Fitness Instructor is required to provide group fitness instruction that significantly contributes to each member's health and fitness goals and develop and instruct fun, energetic and highly motivational classes for all fitness and skill levels.

ORGANISATIONAL RELATIONSHIPS

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| Reports to | Health and Fitness Leader |
| Supervises | NIL |
| Internal Liaisons | All Council staff |
| External Liaisons | General public, participants, user groups and schools |

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Work under general supervision.
- Show accountability for quality, quantity and timeliness of work as far as resources permit.
- Provide explanations of specific procedures or practices.
- Provide a safe environment for all program participants
- Ensure the correct information is given to clients on the services available.

Judgement and Decision Making

- Exercise the ability to make decisions relevant to group fitness classes.
- Make decisions on safety for class participants.
- Demonstrate the ability to take necessary action, without hesitation, in the case of an emergency, medical or otherwise.
- Use your own judgement in accordance with centre and Council policies and procedures.
- Give guidance and advice to all participants within a timely manner in order for participants to make a choice.
- Observe discretion and deal sensitively and confidentially with medical and privacy matters.

Specialist Knowledge and Skills

- Show well developed communication and public relations skills.
- Demonstrate experience in conducting and supervising group fitness classes.
- Demonstrate knowledge of Occupational Health and Safety (OH&S) standards.
- Show the ability to describe and demonstrate correct exercise technique.
- Demonstrate skill in preparation of group fitness classes.
- Demonstrate experience in the operation and maintenance of group fitness equipment.

Management Skills

- Display the ability to set priorities and manage time.
- Show the ability to operate autonomously with limited supervision.
- Assist in the training and development of new staff and trainees.

Interpersonal Skills

- Demonstrate ability to communicate effectively, both verbally and in writing.
- Show the ability to work as a team member and contribute to a team orientated environment.
- Demonstrate ability to use initiative to resolve problems and make decisions.
- Show a basic level of conflict resolution and negotiation skills.
- Be able to provide positive image of Healthy Lifestyles operations at all times.
- Demonstrate a confident to approach patrons to speak to them, correct technique or ask them to modify their behaviour.
- Demonstrate ability to gain cooperation and assistance from staff and patrons in relation to the daily operations of the health club.

Qualifications and Experience

- Certificate III in Fitness with group exercise freestyle component or Les Mills GEL component for Les Mills programs.
- Certificate IV Specialisation Module in Exercise for Children and Young Adolescents (or equivalent).
- Level II First Aid.
- Current Cardio Pulmonary Resuscitation.
- Experience in conducting group fitness classes.
- Aqua component (Certificate III in Fitness).
- Les Mills Instructor qualifications.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Level II First Aid.
- Current Cardio Pulmonary Resuscitation.
- Working with Children Check.
- Physical Activity Australia or Fitness Australia registration.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Deliver all group fitness classes in accordance with the Aqua Energy (AE) Group Fitness Team Code of Conduct to maximise class participation, enjoyment and safety.