

Job title: Group Fitness Instructor	
Classification: Seasonal Rate	Effective Date: October 2024
Reports to: Group Fitness Team Leader	Tenure: Casual

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 provide an excellent customer experience. We are a resilient organisation where everyone belongs.



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.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

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.

Qualifications and Experience

Qualifications/ Certificates /Licences:

- Group Fitness Leader (GEL) or Certificate III in Fitness or Bachelor Degree in Exercise and Sports Science/Human Movement
- AUSActive Registration or Exercise & Sport Science Australia (ESSA) Accreditation or equivalent accreditation.
- Appropriate specialist class qualifications and certificates including Les Mills International Certification.
- HLTAID011- Level 2 First Aid Certificate.
- HLTAID009 - CPR Qualification.
- Satisfactory National Criminal History Check.
- Employee Working with Childrens Check

Technology:

- Ability to utilise audio equipment.

Other technical skills:

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

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

- 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.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Childrens Check.

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.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	✓	5+ times a shift	The frequency and duration of this task can vary based on the class type being instructed.
Hand/Arm Movement Tasks involve use of hand/arms	✓	5+ times a shift	The frequency and duration of this task can vary based on the class type being instructed.
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	✓	5+ times a shift	The frequency and duration of this task can vary based on the class type being instructed.
Standing Tasks involve standing in an upright position	✓	5+ times a shift	The frequency and duration of this task can vary based on the class type being instructed.
Reaching Tasks involve reaching above head, and above and equal to shoulder height	✓	5+ times a shift	The frequency and duration of this task can vary based on the class type being instructed.
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	✓	5+ times a shift	Competent level of fitness relating to the class being delivered is needed.
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	✓	5+ times a shift	Competent level of strength relating to the class being delivered is needed.
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	✓	5+ times a shift	Competent level of strength relating to the class being delivered is needed.
Keyboard Duties Tasks involve sitting at workstation and using computer.	✓	1 time a shift	Marking Class participation attendance on Tablet before commencement of class.

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: