

POSITION DESCRIPTION

Position Title:	Group Fitness Instructor
Position Number:	10411
Directorate:	Community Services
Reports to:	Leisure Duty Manager - Fitness
Department:	Recreation Facilities
Agreement:	<i>City of Karratha Industrial Agreement 2023</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Group Fitness Instructor is responsible for the safe and effective provision of a quality group fitness program to the community.

Position Objectives

- To assist Council's recreation staff in the provision of recreation services for the residents of the City.
- To liaise with the Leisure Duty Manager - Fitness concerning any matter relevant to the good order and management of the Fitness programs or facilities.

2. DUTIES & RESPONSIBILITIES

2.1 Group Fitness

- Ensure class/programs are relevant and beneficial to user groups
- Maintain highest standard of program at all times.
- Attend meetings to discuss programming and group fitness requirements
- Arrive 10 minutes prior to class time and be available for 10 minutes post class time for 'client interaction' or queries.
- Maintain the condition of the microphone and batteries, prior to, and after the allotted class.
- Be aware of, and conform to, all laws that affect professional practice and recognise the importance of duty of care, public liability and professional indemnity.
- At the conclusion of the class the room is to be left tidy, equipment put away and both the fans and stereo system turned off.
- To ensure all practices and information given regarding exercise, nutrition or physical activity are consistent with the teamwork ethos and practice.
- Be aware of professional limitations and make referrals to other qualified professionals when participant / client needs exceed scope of knowledge.
- Assist in planning and evaluation of the group fitness program, including timetable changes to constantly improve the quality of the programme offered at the centre.
- Ability to analyse and respond to changes in the group fitness industry.
- Be prepared to undertake training as determined by fitness industry trends.
- Report all accidents, incidents and hazardous situations.

2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *WHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *WHS Management at the City of Karratha: Roles and Responsibilities*.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.2 Specialist Knowledge and Skills

- Physical fitness of an acceptable level to perform duties of a fitness leader.
- Demonstrated experience in teaching or team teaching group fitness programs and knowledge of safe and effective group fitness techniques.

3.3 Inter Personal Skills

- Excellent communication skills with a high level of motivation and ability to motivate others.

3.4 Qualifications and Experience

- Relevant group fitness certification and experience
- Relevant formal training through recognized training authority (eg. TAFE)
- Hold a current Provide First Aid Certificate
- Hold a National (or Federal) Police Certificate (no more than 6 months old)
- Hold a current national "C" class driver's licence