

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Personal Trainer</b>
<b>Position Number:</b>	<b>10845</b>
<b>Directorate:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Leisure Duty Manager - Fitness</b>
<b>Department:</b>	<b>Community Facilities</b>
<b>Agreement:</b>	<b>City of Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 4 Step 2</b>

## 1. POSITION OVERVIEW

The Personal Trainer is responsible for motivating people pursue a healthy lifestyle by incorporating physical fitness activities into their daily routine.

The personal trainer should be aware of all the basic nutrients required by the body. They should have good knowledge about the gym equipment like treadmills, elliptical trainer etc.

### 1.1 Position Objectives

- Understand the needs of the client and plan the workout routine accordingly
- Promote personal training and other services provided by the City of Karratha
- Conduct personal training sessions within the Company's policies and protocol

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Personal Training

- Understand the needs of the client and plan the workout routine accordingly
- Choose correct set of exercises for the client
- Demonstrate the exercises and ensure that the client is performing the exercises correctly.
- Explain the effects of particular exercises to the client.
- Ensure exercise equipment is in good condition.
- Motivate clients to achieve their set fitness goals.
- Be punctual and ensure that the designed workout routine is followed properly.
- Design a rehabilitation program in case the client suffers from some injury.
- Provide nutrition and fitness tips to the client to enhance the workout program.
- Keep record of all clients programs and vital information in the Centre.

### 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 as soon as reasonably practicable within 24 hours where possible.
- 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**

- Accountable for all actions associated with Personal Training
- Track client paperwork and ensure accuracy at all times

#### **3.2 Specialist Knowledge and Skills**

- Aware of all the basic nutrients required by the body
- Good knowledge about the gym equipment like treadmills, elliptical trainer

#### **3.3 Interpersonal Skills**

- Take pride in each and every client, assisting him or her in every way possible
- Be punctual and conduct yourself in a professional manner

#### **3.4 Qualifications and Experience**

- Cert IV Personal Trainer or Higher (Sport Science)
- Current First Aid Certificate; with the ability to administer aid for minor injuries that may occur during training sessions
- National (or Federal) Police Certificate (no more than 6 months old)
- Current C class drivers licence