

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Gym Instructor</b>
<b>Position Number:</b>	<b>10881</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 Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 2</b>

## 1. POSITION OVERVIEW

The Gym Instructor is responsible for undertaking appraisals and providing instruction in the gym, safely and effectively.

### 1.1 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 operation of the gym and management of the centre.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Gym Instruction

- To undertake health appraisals and perform the standard range of fitness tests in a professional manner
- To provide all clients with the highest standard of information on health and fitness issues at all times
- To run theory and practical orientated workshops for gym clients
- To supervise in the gym, ensuring clients are using the gym effectively and safely
- To ensure equipment is not misused in any way, that gym is left tidy and equipment put away
- Prepare monthly newsletters and items of interest for gym clients
- Be aware of, and conform to, all laws that affect professional practice and recognize the importance of duty of care, public liability and professional indemnity
- Maintain relevant qualifications
- Clean and service equipment as appropriate

### 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**

- 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**

- Demonstrated experience and knowledge of fitness testing and exercise programming

#### **3.3 Interpersonal Skills**

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

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

- Physical Fitness of an acceptable level to perform duties of a fitness leader
- Certificate III in Fitness (or above)
- Current Provide First Aid Certificate
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)