

Make a real difference to Maroondah



Group Fitness Instructor

Position Number: AQN360
Classification: EBA - SCHEDULE 11 - GROUP FITNESS INSTRUCTOR
Responsible to: GROUP FITNESS COORDINATOR
Service Area: LEISURE

Crim check - if required	Yes
Working with Children Check ID Card (Employee) - if required	Yes

Role and Summary Statement

The Group Fitness Instructor reports to the Group Fitness Coordinator and is responsible for conducting safe, appropriate and motivating high-quality group fitness classes in line with industry guidelines and centre KPI's. The instructor is responsible for motivating, educating and enhancing the participants' experiences, through developing a good rapport and effective communication.

Tasks and responsibilities

1. Actively promote the Maroondah City Council core professional, cultural and team values.
2. Prepare and lead safe and inspiring group fitness experiences. Maintain a clean, tidy, hygienic and professional appearance and wear appropriate fitness apparel and footwear. Be professional, reliable, responsible and mature in dealing with participants before, during and after designated class times. Make exemplary customer service a priority.
3. Meet all service improvement initiative expectations and commit to improvement in all Maroondah Leisure service areas.
4. Adhere stringently to all work instructions involving class commencement and safety; ensure classes start and finish on time, introduce self, the class format and give a scripted medical warning, collect and cross check class tickets, coach safe and effective exercise technique and provide alternative exercise options where applicable, be inclusive of all levels of fitness, report maintenance or safety concerns on checklists provided, and to supervisors/OHS representatives.
5. Participate in at least one (1) formal group fitness assessment per annum. Assessments consist of evaluation by an assessor (Coordinator or other professional representative of Maroondah Leisure), a participant of the class, and self-assessment. An action plan may be discussed to address personal and professional development.

6. Maintain current qualifications: registration with Fitness Australia, Physical Activity Australia or other governing body for specialist group fitness instructors, Level 2 First Aid, CPR and defibrillation, Working With Children Check, and provide copies to the Coordinator.
7. Seek no more than eight (8) covers a year for any single class (2 per quarter). Instructors are responsible for making own cover arrangements. All class cover arrangements must be confirmed in writing in an email to the Coordinator.
8. Ensure you meet group fitness class numbers and occupancy targets, goals and KPI's. Classes with lower than expected occupancy may be subject to change.
9. Attend at least two (2) paid team meetings per annum (to include emergency evacuation training).
10. Les Mills Instructors are encouraged to attend at least two (2) Les Mills events or workshops a year. Freestyle program instructors are encouraged to attend at least one (1) professional development event, workshop, or course a year.
11. Read and understand all in-house communication. Respond within designated time frames when applicable.
12. All classes on Maroondah Leisure group fitness timetables are subject to change.
13. Management reserves the right to change the class or instructor in accordance with the class change procedure and in relation to occupancy rates for each class.
14. Read and respond to all in house communication within the designated time frame eg group fitness communication book, memos, emails, SMS and other correspondence.
15. Maintain current mandatory qualifications: registration with Fitness Australia, Physical Activity Australia or other governing body for specialist group fitness instructors, Level 2 First Aid, CPR and defibrillation and provide copies to the Group Fitness Coordinator. Failure to remain qualified will result in the class being reassigned to another instructor.
16. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures and any actions taken by Council to comply with relevant Acts and Regulations.
17. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.
18. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for the own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
19. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working

With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.

20. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
21. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
22. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Organisational relationships

INTERNAL	Management and employees
EXTERNAL	General Public, Facility Members and Guests, Clubs, Industry Professional Bodies, User Groups, Emergency Services, Contractors, Stakeholders, Councillors and Schools

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > Certificate III in Fitness
- > Les Mills programs, with preference being for accreditation in BodyPump, CXWORX, RPM, BodyStep, BodyCombat, BodyAttack, BodyBalance and GRIT
- > Freestyle class accreditation/s including Boxing, Zumba, Kettlebell training, Suspension Training, Functional Circuit and Cycle
- > Yoga or Pilates accreditation would be highly regarded
- > Current registration with Fitness Australia or Physical Activity Australia
- > Working With Children ID Card (Employee)

Desirable

- > Certificate IV in Fitness
- > Diploma of Fitness
- > Les Mills Master Trainer

Experience

Essential

- > A passion for the health and fitness industry
- > Substantial experience in conducting group fitness classes/sessions
- > A commitment to achieving group fitness targets, KPI's and goals
- > A strong commitment to exemplary customer service and member retention

Desirable

- > Experience working in a large, multipurpose Leisure and Aquatic Centre

Other certificates, checks and licences

- > Senior/Level 2 First Aid Training
- > CPR and Defibrillation Certificate
- > Working With Children Check ID Card (Employee)
- > CrimCheck (Police Check)

Accountability and extent of authority:

- > The freedom to act is limited by standards and procedures encompassed by the nature of the work. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- > The effect of decisions and actions are usually limited to a localized work group or function, individual jobs or clients, or to internal procedures and processes.
- > May supervise resources including other employees and / or regulate clients.

Judgement and decision making:

- > The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives. For supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives.

Specialist knowledge and skills

- > An understanding of the relevant technology, procedures and processes used within their operating unit is required.
- > An understanding of the function of the position within its organisational context is required, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.
- > Proficiency is required in the application of standardised procedures, practices, and Acts and Regulations.
- > An understanding of relevant precedents or previous decisions is required.
- > Proficiency is required in the operation of equipment or knowledge is needed of the use of plant, which requires considerable skill or adaptation.

Management skills

- > Must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on the job training and guidance.
- > All positions necessitate skills in managing time and planning and organizing one's own work.

Inter-personal skills

- > The role requires someone with the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.

- > The role requires someone with skills in written communication to enable the preparation of routine correspondence and reports, if required.

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by: Workplace People & Culture **Authorised by:** Workplace People and Culture

Date reviewed: October 2019

Selection criteria

Criteria 1.

Certificate III in Fitness or GEL (with specialisation/s and experience in Les Mills programs, Freestyle class accreditation/s including Boxing, Zumba, HIIT Step, and Aqua Aerobics, Cycle and Yoga or Pilates programs) Group Exercise Instructor preferred.

Criteria 2.

Current Physical Activity Australia or Fitness Australia Registration and current Senior/Level 2 First Aid, and CPR.

Criteria 3.

Substantial experience in conducting group fitness classes and achieving targets and KPI's.

Criteria 4.

Demonstrated Customer Service, Member Retention and Communication Skills.

Criteria 5.

Ability to meet the inherent physical requirements of the position.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk		•		
Sitting – vehicle	•			
Operating telephone / computer		•		
Writing / reading		•		
Manual Handling				
Bending / twisting Spine		•		
Working with one or both hands above shoulder height		•		
Lifting (5kg or under p/item)		•		
Lifting (5kg or over p/item)		•		
Requiring low/light application of force		•		
Requiring medium to high application of force	•			
Lifting/holding/restraining children	•			
Exerting force in an awkward posture	•			
Holding & supporting equipment		•		
Agility				
Squatting / kneeling			•	
Looking up / looking down			•	
Reaching forwards or sideways			•	
Gripping or grabbing equipment			•	
Mobility				
Walking / standing- briefly				•
Walking / standing- extended				•
Walking on uneven ground		•		
Climb steps/stairs			•	
Climb ladder	•			
Driving – passenger vehicle	•			
Driving – light commercial (regular drivers licence)	•			
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial	•			
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage		•		
Visual – computer screen, electronic signs		•		
Visual – driving	•			
Visual – watching with vigilance (e.g. SXS, Lifeguard)		•		
Emotional				
Dealing with complex customers / residents		•		
Supporting dependent persons		•		
Dealing with conflict		•		
Managing complex personal situations		•		
Providing empathy		•		
Work Environment				
Outdoor – exposed to elements, plant & equipment	•			
Confined spaces	•			
Working alone		•		
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)	•			
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our workplace values



Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**