

## POSITION DESCRIPTION

**1. POSITION TITLE** FITNESS INSTRUCTOR/RECREATION OFFICER (CASUAL)

**2. DEPARTMENT** CORPORATE AND COMMUNITY DEVELOPMENT

**3. AWARD COVERAGE AND CONDITIONS**

- Local Government Officers' (WA) Award 2021
- Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 3-4

**4. POSITION OBJECTIVES**

To provide sound knowledge and support to all clients. Provide sufficient and excellent Customer Service. Assist Supervisor as directed

**5. OUR VALUES**

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behavior consistent with these values:

- 1. Welcoming**, friendly and inclusive.
- 2. Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
- 3. Creative and innovative**, being open to new ways of doing things.
- 4. Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
- 5. Cost effective** and accountable, providing good value for money.

**6. KEY DUTIES & RESPONSIBILITIES**

**Fitness**

- Conducting fun, safe and effective fitness classes and workouts as directed by Fitness & Leisure Supervisor
- Explaining exercises and demonstrating how to perform them correctly
- Designing exercise routines and workouts to suit all ages, abilities and needs
- Designing training and workout plans for clients/gym users
- Motivating clients to improve their performance and continue with their training programs
- Checking to ensure that exercises and equipment are performed/used safely
- Ensuring all fitness equipment is in perfect working order
- Encouraging clients to lead an active, healthy lifestyle
- Promoting and selling programs and activities offered by the gym or leisure centre

**Recreation**

- Delivery of a variety of sport/recreation activities and programs.
- Delivery of Facility Programs.
- Assist with front counter duties including answering telephone, entry fee collection, members entry requirements, and general enquiries.

- Clean facility including the mezzanine, gymnasium and sports courts.
- Providing first aid, where necessary.
- Other duties as directed.

### Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

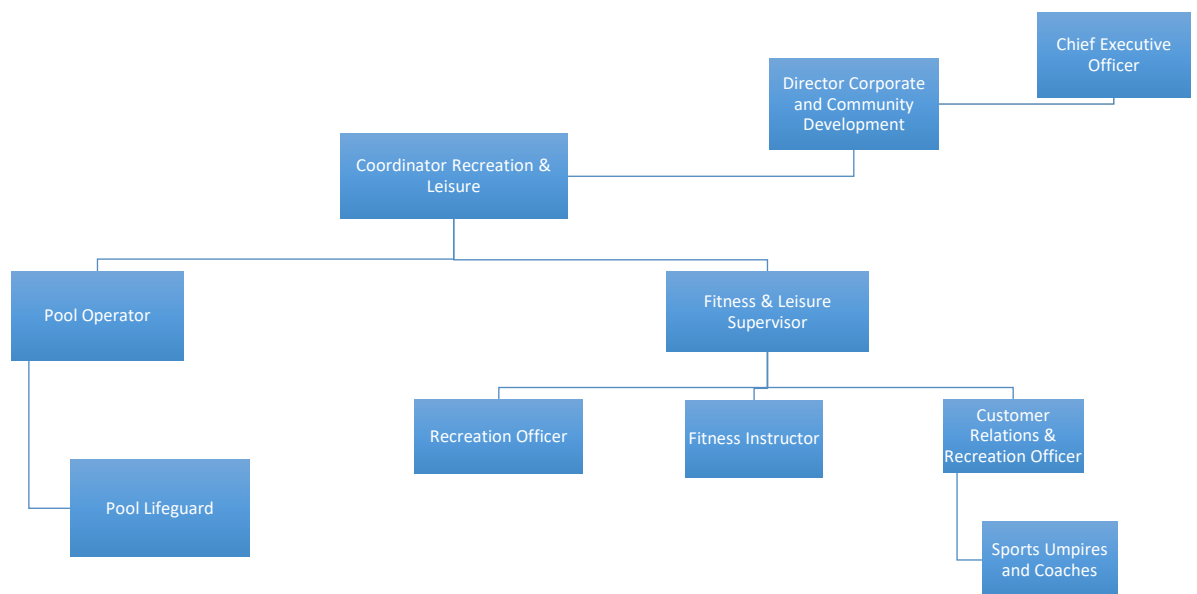
## 7. ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Fitness & Leisure Supervisor

**Supervision of:** Nil

**Internal:** Shire Staff

**External:** Members of the public



## 8. EXTENT OF AUTHORITY

Operates under the supervision of the Fitness & Leisure Supervisor within the limits of statutory requirements, Council policies and delegated authority.

## 9. POSITION REQUIREMENTS / SELECTION CRITERIA

## Skills and Experience

### Desirable      Essential

- ✓      Demonstrated ability to establish rapport and maintain strong and productive working relationships.
- ✓      Demonstrated excellent interpersonal skills and delivery of outstanding customer service.
- ✓      Demonstrated ability to multi-task and prioritise duties according to available resources.
- ✓      Flexible work hours and days.
- ✓      Demonstrated ability to be self-motivated, work unsupervised or in a team
- ✓      Excellent interpersonal skills and delivery of outstanding Customer Service.
- ✓      Demonstrated ability to communicate effectively (written and verbal)

## Qualifications, Training, and Licenses

### Desirable      Essential

- ✓      -      Working With Children Check Certificate (WA).
- ✓      Certificate III Fitness or equivalent
- ✓      -      Certificate IV Fitness or equivalent
- ✓      -      Senior First Aid Certificate.

## General Physical Requirements

Assessment of employee fitness to successfully perform the essential functions of the position will include consideration of the following requirements:

	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

At all times while performing the duties of the position, the employee is required to undertake those duties in accordance with safe work practices.

## 10. SIGNATURES

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_