



POSITION TITLE:	GYMNASIUM INSTRUCTOR
DIRECTORATE:	BUSINESS SERVICES
SECTION;	GRALC

1. REMUNERATION

Grade 5 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Gymnasium Coordinator
- b) **Positions directly reporting to this position:**
Nil

3. PURPOSE

The Gym Instructor will provide advice and guidance to “the fitness club” patrons on the safe, fun and effective use of the equipment provided. The Gym Instructor will conduct health assessments and provide exercise programs for “the fitness club” users.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Leisure Services Manager
- Senior Administrator/Cashiers
- Customer Service Officers
- Other “the fitness club” team members

External

- GRALC Patrons

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

6. PRINCIPAL ACCOUNTABILITIES

- Provide clear and concise instruction to the fitness club patrons.
- Supervise patrons during their use of the fitness club ensuring their safety for the duration of their visit.
- Create a safe, fun and enjoyable experience for the fitness club users.
- Maximise use of the fitness club ensuring the best possible health outcomes for all users.

7. KEY DUTIES

- Ensure the safety and wellbeing of all users and visitors including ensuring that users are appropriately assessed and inducted, and that equipment is being used in a safe manner.
- Constantly interact with users providing health and fitness advice and ensuring participants do not have injuries or underlying medical conditions that place them at risk during their use of “the fitness club”.
- Prepare safe, fitness level appropriate, gym programs for customers based on their identified goals.
- Ensure that all users and visitors adhere to GRALC and “the fitness club” rules.
- Follow and complete tasks on the daily task list including, but not limited to, basic maintenance and safety checks of equipment and cleaning and vacuuming of “the fitness club”.
- Proactively identify, control or eliminate risks in the workplace and report any unsafe conditions or malfunction of equipment to the Gymnasium Coordinator or Leisure Services Manager.
- Provide first aid and/or resuscitation and write an incident report when necessary.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- This position is considered “Child Related Employment” and the successful candidate will be required to undertake a working with children check and achieve a satisfactory outcome.
- The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome (Category 3)

9. KEY SELECTION CRITERIA

Essential

- Provide a current Working With Children Check Clearance Number for validation
- Certificate III in fitness
- Hold a Current Senior First Aid Certificate
- Hold a Current CPR Accreditation
- Demonstrated sound verbal communication skills
- Demonstrated customer service skills
- Knowledge and understanding of Workplace Health and Safety legislation and regulations specific to the area of work.

Desirable

- Demonstrated experience in the areas of Gym instruction and programs
- Cert IV in Fitness

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

IInfrequent: exposure to the physical factor two – three times a year on average
 OOccasional: exposure to the physical factor less than twice a week on average
 FFrequent: exposure to the physical factor 3 - 4 times a week on average
 CConstant: exposure to the physical factor more than 5 times a week on average
 RRepetitive: exposure to the physical factor multiple times in an hour
 S.....Seasonal: Activity involves seasonal variations
 N/ANot Applicable
 ≡..... Winter
 *Summer

DEFINITIONS

Extended periods: More than one hour at a time

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels			X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X						
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X			
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			X				
Standing	Tasks involve standing in an upright position without moving about	X						
Driving	Tasks involve operating any motor powered vehicle	X						
	Tasks involve driving vehicle on unsealed roads.	X						
Sitting	Tasks involve remaining in a seated position during task performance	X						
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		X					
Walking/Running	Tasks involve walking or running on even surfaces					X		
	Tasks involve walking on uneven surfaces	X						
	Tasks involve walking up and / or down slopes	X						
	Tasks involve walking whilst pushing/pulling objects	X						
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X						
	Tasks involve climbing over or under machinery	X						

Demands	Description	I	O	F	C	R	S	NA
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.	X						
	1. Light lifting/carrying (0-9 Kg)				X			
	2. Moderate lifting/carrying (10-15 Kg)				X			
	3. Heavy lifting/carrying (16 Kg and above)				X			
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.	X						
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.	X						
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		X					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.	X						
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment		X					
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X						
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust	X						
Gases	Tasks involve working with gases							X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.							X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X						

Demands	Description	I	O	F	C	R	S	NA
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room						X	
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia							X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: June 2015.

Job Evaluation Assessment Date: 19/03/2013

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

.....
(signed)

.....
(date)