



POSITION DESCRIPTION

POSITION DETAILS

Position Title: Gym Instructor	Position number:
Department/Section: Health and Fitness Centre	Classification: Level 3.1
Location: UWA Recreation Centre	Award/Agreement: Employment Agreement
Permanent/Contract: 6 month Contract	Termination date (if temporary):

POSITION OBJECTIVE:

The Gym Instructor will assist the Health and Fitness Co-ordinator and the Health & Fitness Manager to develop, implement & promote the Health and Fitness services, facilities and programs provided by the UWA Sport and Recreation Association to benefit the students and staff of the University and the general community.

REPORTING RELATIONSHIPS

	Title	Level
<u>This</u> position's supervisor:	Fitness Centre Assistant Manager	4
<u>Other</u> positions reporting to that supervisor:	Health & Fitness Centre Graduate Officer	1
No. of position under control (not reporting directly to this position)	30 Fitness Class Instructors and Casual Staff	

CONTEXT AND SCOPE

UWA Sports Mission Statement:

To provide high quality sport and recreation opportunities and experiences at UWA through membership and participation.

The aims of the Association are:

1. To provide and manage sport, fitness and recreation programs, services and facilities required to meet the needs of the University community.
2. To promote amateur sporting and physical recreation amongst members as an essential feature of University life; and
3. For that purpose, to encourage and assist in the formation amongst members of sporting and physical recreation clubs and to support and co-ordinate the activities of clubs so formed.

Role of Section or Unit:

Fitness & Health -

- To promote a positive healthy lifestyle and personal wellbeing by providing quality training facilities, equipment, programmes and services utilising professional, educated staff.
- To be measured by membership, enrolment and usage numbers, financial performance, and customer perception of quality of services.

Role of position (including key relationships):

- To conduct fitness assessments and prescribe exercise programs for Health & Fitness Centre members.
- To supervise the Health & Fitness training areas.
- To lead group exercise classes including circuits and Boxacise.
- To conduct the maintenance and cleaning program for all Health & Fitness Centre equipment.
- Under general direction, develop & run Health & Fitness related courses of the Recreate programme.
- To work with the Association's Senior Management team to develop, promote and implement health promotion, policies and projects.
- To contribute to the objectives of associated cost centres of UWA Sports in line with the objectives of the Association.
- Other duties as required by the Association.

Major challenges:

- Maintain high level of customer service within limited resource base.
- Minimise equipment breakdowns and downtime and prolong equipment longevity.
- Maintain high level of fitness and health provision to keep members and participants motivated and satisfied.
- Promote fitness and health to the sedentary sections of our target market groups.

Decision making role:

- All decisions regarding maintenance and cleaning of Health & Fitness dedicated areas and equipment.
- Recommending equipment and works for annual capital expenditure in conjunction with the Fitness Centre Manager.
- For implementing business planning strategies and promotion to achieve the set objectives in conjunction with the Health & Fitness Manager.

Major accountabilities:

- Maintain a high level of membership retention
- Quality of customer service in line with strategic and business plans.
- Quality instruction in group exercise classes.
- Contribution to establishing strategic and business plan objectives for the Health & Fitness cost centres with Association senior staff.
- Achieving membership and participation targets set in the annual business plan and managing membership databases.
- Contributing to the Associations overall success.

SUMMARY OF TASKS/DUTIES:

No.	Statement	%
1.	Direct contact with participants, members and potential members through fitness testing and programming, circuit classes, Customer Service based sales, training area supervision, instruction and presentation of special events.	70
2.	Conduct maintenance and cleaning of all health and Fitness areas	10
3.	Assist the Fitness Centre Assistant Manager with general management tasks.	10
4.	Promotion of Fitness Centre, Programs and general health promotion.	5
5.	Contribution to Association events and activities	5

SELECTION CRITERIA:

Essential:
1) Qualifications <ul style="list-style-type: none">• Progression to 2nd year Tertiary qualifications in Sports Science / Human Movement or equivalent• Current First Aid Certificate• Drivers Licence - C class
2) Skills <ul style="list-style-type: none">• Very well developed fitness appraisal, leadership and class instruction skills• Well developed computer skills• Well developed communication and organisational skills• Well developed sales and customer service skills
3) Experience <ul style="list-style-type: none">• At least one year's experience in Health & Fitness related work• Customer sales experience
4) Knowledge <ul style="list-style-type: none">• Sound knowledge of fitness equipment• Knowledge of physiology and fitness training principles• General knowledge of the sport, recreation, health and fitness industry

Desirable:
Drivers Licence – LR Class Group Fitness Leader accreditation in Les Mills Body Pump or Body Combat Experience working in a multi-faceted sport & recreation facility

Note: when applying for vacant positions, applicants are required to address the selection criteria. The context and standards only provide general guidelines within which the selection criteria will be applied.

CERTIFICATION:

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Certified by: _____
Insert Name

Date:

Occupant: _____
Insert Name

Date:

**Operation Centre
Head or nominee**

**Executive Director
(or nominee)**

Position reviewed: classification ok/ reclassified	
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