

## POSITION DESCRIPTION

<b>Position Title:</b> Gym instructor (C)	<b>Position Number:</b> CSGYM
<b>Department:</b> Goldfields Oasis Recreation Centre	<b>Accountable to:</b> Senior Officer Health and Fitness
<b>Level and Step:</b>	<b>Salary Range:</b>
<b>Responsible for the supervision of:</b> No direct/indirect supervisory responsibilities	



<b>Primary purpose of the position</b>	Responsible to the Health and Fitness Team Leader for the provision of health and fitness assessment and advice; supervision of patrons whilst using the Health Club facilities; and for general maintenance and cleaning the equipment and premises, whilst maintain strict confidentiality at all times.
<b>Key accountabilities</b>	<ol style="list-style-type: none"> <li>1. Undertake personal fitness assessments and fitness programming for patrons, including all necessary screening and correct demonstration of exercises</li> <li>2. Demonstrate a high standard of customer service and public relations to all patrons;</li> <li>3. Supervise the health club ensuring all equipment is utilised in a safe manner and that the fitness centre is a safe environment for members;</li> <li>4. Daily cleaning and general maintenance of gym area and equipment, reporting out of order equipment to the Senior Officer;</li> <li>5. Administration duties as required;</li> <li>6. Offer input and gain feedback from patrons to assist in further development of the Health Club;</li> <li>7. Complete incident reports when necessary;</li> <li>8. Other accountabilities as directed by the Senior Officer Health and Fitness and/or the Manager Goldfields Oasis Recreation Centre;</li> <li>9. Adhere to the City of Kalgoorlie-Boulder policies and procedures.</li> </ol>
<b>Judgement &amp; decision making</b>	<ol style="list-style-type: none"> <li>1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.</li> <li>2. Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.</li> <li>3. Apply legislation and Council policy direction to decision-making with guidance from the supervisor.</li> <li>4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.</li> <li>5. Apply knowledge and skills to ensure consistent quality outcomes.</li> </ol>
<b>Outcomes / Key Performance Indicators (KPI's)</b>	<ol style="list-style-type: none"> <li>1.</li> </ol>
<b>Skills, knowledge &amp;</b>	<ol style="list-style-type: none"> <li>1. Certificate III in Fitness;</li> <li>2. Previous experience in a gym instructor position;</li> </ol>

<b>capacity</b>	3. Accreditation with AusActive 4. Current Senior First Aid Certificate 5. Current satisfactory National Police Clearance; 6. Current WA "C" Class driver's license.	
<b>City of Kalgoorlie-Boulder Values</b>	<b>Support</b>	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	<b>Respect</b>	We will treat our team members and our community with mutual respect and understanding.
	<b>Fun</b>	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	<b>Recognise</b>	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	<b>Connect</b>	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

**POSITION DESCRIPTION AGREEMENT**

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_