

Position Description: **Aqua Aerobics Instructor**

POSITION DETAILS

Position grade	Grade 8		
Position type	Casual		
Reports to	Team Leader – Leisure and Wellness		
Department	Assets, Capital and Facilities		
Job function group	Operations		
Staff reporting responsibilities	Nil	Budget responsibility	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

Council's Aquatic and Leisure department sits within the Assets, Capital and Facilities business unit that forms part of the City Services directorate that focuses on and is responsible for the beautification of the Cumberland LGA. Cumberland City Council owns and operates five (5) Aquatic and Leisure Centres across the LGA which provide aquatic, leisure and wellness programs and services to our community.

In contributing to the overarching vision, the Aqua Aerobics Instructor is responsible for planning and delivering safe, inclusive and engaging aquatic fitness classes for participants of varying ages and abilities. This role supports Cumberland Council's mission to foster an active, healthy and connected community through safe and accessible leisure and wellness programs. Aqua Aerobics classes aim to improve cardiovascular health, mobility, strength and overall wellbeing in a fun, low-impact water-based environment tailored to all fitness levels and abilities.

QUALIFICATIONS AND EXPERIENCE

Essential

- Current Aqua Fitness Instructor Certification
- Current Working with Children Check (WWCC)
- Current HLTAID011 Provide First Aid
- Current HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)
- Experience delivering group fitness classes, ideally in an aquatic setting

- Excellent communication and interpersonal skills
- Ability to adapt exercise to participants with different physical abilities or needs
- Knowledge of aquatic safety and emergency procedures

Desirable

- Certificate III and IV in Fitness
- Demonstrated knowledge of the local government environment
- Current Pool Lifeguard Licence
- Class C Driver's Licence
- Experience working with older adults, rehabilitation clients, or diverse populations

EMPLOYMENT SCREENING CHECKS

- Qualification/s verification
- Working With Children Check

DUTIES AND RESPONSIBILITIES

- Plan, deliver and evaluate structured and safe aqua fitness classes
- Provide exercise options and modifications for different fitness levels and conditions
- Conduct warm-ups and cool-downs appropriate for water-based movement
- Monitor participants closely for safety, technique and enjoyment
- Ensure appropriate music, tone and pace for the specific participant group
- Set up, inspect and pack away any required aquatic equipment
- Build rapport with class participants and encourage ongoing attendance and wellbeing goal fulfilment
- Foster a welcoming, inclusive and motivating class environment
- Communicate clearly and professionally with members, staff and stakeholders
- Provide feedback or referrals where appropriate to support participant health and wellness
- Promote Council's wellness programs to the community
- Comply with Council and venue-specific aquatic safety protocols
- Monitor and manage risk during all classes whilst ensuring participant safety
- Immediately report any incidents, hazards or maintenance issues
- Maintain a clean, hazard-free environment before, during and after class
- Attend team meetings, training sessions and Council events as required
- Maintain all required certifications, including First Aid and CPR
- Stay up to date with industry trends in the aqua fitness, leisure and wellness spaces
- Ensure all work is undertaken according to the established work plans, safe work procedures, operating instructions and Cumberland City Council Aquatic Centres Operational Management Plans
- Make suggestions for improvements and actively and positively contribute to team goals.



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YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero-tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.



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Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service-oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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