

## Position Description: **Pilates Instructor**

### POSITION DETAILS

|                                         |                                    |                              |     |
|-----------------------------------------|------------------------------------|------------------------------|-----|
| <b>Position grade</b>                   | Grade 8                            |                              |     |
| <b>Position type</b>                    | Casual                             |                              |     |
| <b>Reports to</b>                       | Team Leader – Leisure and Wellness |                              |     |
| <b>Department</b>                       | Assets, Capital and Facilities     |                              |     |
| <b>Job function group</b>               | Operations                         |                              |     |
| <b>Staff reporting responsibilities</b> | Nil                                | <b>Budget responsibility</b> | 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 are 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 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 Pilates Instructor is responsible for planning and delivering safe, inclusive and effective Pilates sessions that promote strength, flexibility and overall wellbeing. This role aligns with Cumberland Council's commitment to fostering a healthy and active community by offering accessible wellness programs that support diverse needs and abilities.

### QUALIFICATIONS AND EXPERIENCE

#### ***Essential***

- Certificate in Pilates Instruction (Mat Work Level 1 or higher)
- Current Working with Children Check (WWCC)
- Current HLTAID011 Provide First Aid
- Current HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)
- Excellent communication and interpersonal skills
- Demonstrated experience delivering Pilates classes in group or individual settings
- Comprehensive understanding of Pilates principles and body alignment

- Ability to adapt programs and sessions for various ages, fitness levels, injuries and physical limitations of participants
- Strong understanding of exercise science, functional movement and injury prevention

### ***Desirable***

- Certificate III & IV in Fitness
- Clinical Pilates or Reformer Pilates qualification
- Additional qualifications in fitness, wellness or allied health
- Experience working with older adults, rehabilitation clients or diverse populations
- Ability to modify classes for varying levels of ability and physical conditions
- Demonstrated knowledge of the local government environment
- Class C Driver's Licence

### **EMPLOYMENT SCREENING CHECKS**

- Qualification/s verification
- Working With Children Check

### **DUTIES AND RESPONSIBILITIES**

- Plan, structure and deliver safe and engaging Pilates classes tailored to the needs of diverse participants
- Offer modifications and progressions for individuals with varying fitness levels, injuries or physical limitations
- Arrive early to prepare the space and ensure equipment is set up safely and appropriately
- Encourage correct posture and technique throughout each session
- Create a welcoming and inclusive environment where participants feel supported and motivated
- Build rapport with class participants and encourage ongoing attendance and wellbeing goals
- 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
- Support participants in developing healthy habits and realistic fitness goals
- Encourage participation in broader Council wellness programs and services
- Ensure the fitness environment and equipment are safe, clean and well-maintained
- Adhere to all WHS procedures, emergency protocols, and risk management practices
- Report any injuries, hazards, incidents or maintenance needs promptly
- Immediately report incidents, injuries or equipment faults to the appropriate supervisor
- Maintain a clean, safe and orderly workout space and wellness environment
- Attend team meetings, training sessions and Council events as required
- Make suggestions for improvements and actively and positively contribute to team goals



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- Maintain all required certifications, including First Aid and CPR
- Stay up to date with industry trends in the Pilates, 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.

## **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



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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.

### **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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