



City of
Kalgoorlie
Boulder

Position Description

Position Title: Gym Instructor Officer

Position Details

Position Number	2205
Position Classification	Level 3/1 – 3/7
Status	Permanent - Part Time
Directorate	Advocacy and Strategy
Work Location	Goldfields Oasis
Reports To	Senior Officer Health & Fitness
Supervisory Responsibility	No direct/Indirect supervisory responsibilities

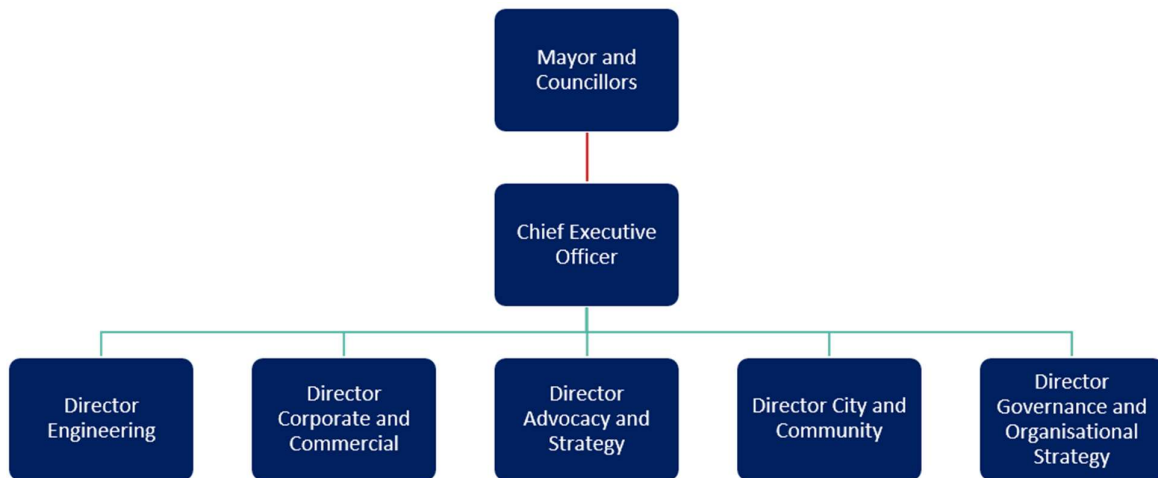
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

'Working together for the place and people we call home.'

Position Overview and Purpose

This position is responsible to the Senior Officer Health and Fitness 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.

This position is responsible to the Senior Officer Health and Fitness for the provision of health and fitness assessment and advice, supervision of patrons whilst using the Health Club facilities, and for the general maintenance and cleaning of equipment and premises, whilst maintaining strict confidentiality at all times. The role also contributes to the development, promotion and delivery of health and fitness initiatives, events, challenges and member engagement activities, providing input and support to encourage participation and enhance the overall member experience.

Position Accountabilities

Key accountabilities

- Undertake personal fitness assessments and fitness programming for patrons, including all necessary screening and correct demonstration of exercises.
- Demonstrate a high standard of customer service and public relations to all patrons.
- Supervise the health club ensuring all equipment is utilised in a safe manner and that the fitness centre is a safe environment for members.
- Daily cleaning and general maintenance of gym area and equipment, reporting out of order equipment to the Senior Officer.
- Administration duties as required.
- Offer input and gain feedback from patrons to assist in further development of the Health Club.
- Complete incident reports when necessary.
- Perform other duties as directed.

Key Performance Indicators

-

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the supervisor.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Certificate III in Fitness.
- Previous experience in a gym instructor position.
- Accreditation with AusActive.
- Current Resuscitation Certificate.

- Current Provide First Aid Certificate.
- Current Working with Children Check
- Current satisfactory National Police Clearance.
- Current WA “C” Class driver’s license.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
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Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City’s Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City’s Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

