Position Description

[Group Exercise Instructor]

Position Details

Position Title	**Group Exercise Instructor**
Position Number	100459
Classification	Band 3
Division	Infrastructure and Environment
Branch	Recreation and Leisure
Unit	Health and Fitness
Reports To	Group Exercise Team Leader
Employment Essentials	• Working with Children Check • National Police Check • Pre-Employment medical • CPR and First Aid • Fitness Registration • Exercise Specific Qualification

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islander peoples, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Organisational Context

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

Position reports to:	Group Exercise Team Leader
Reporting to this Position:	Group Exercise Instructors
Internal Relationships:	Yarra Leisure and City of Yarra Staff
External Relationships:	Members, casual users, contractors, community groups and clubs

Position Description

[Group Exercise Instructor]

Position Overview

Deliver Group Exercise classes for the Yarra Community. Availability to work at multiple Yarra Leisure locations, within a flexible roster

Key Responsibilities

All Yarra employees:

Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

General

- Complete all induction and internal training requirements as directed.
- Represent Yarra Leisure in a professional manner and maintain a high standard of personal presentation, in appropriate work wear that is maintained in a clean and presentable condition.
- Maintain a safe and pleasant environment for members, guests, stakeholders and Yarra Leisure staff
- Administer first aid and complete all necessary paperwork as required.
- Report all incidents, accidents and any other matters relating to operational efficiency via the appropriate channels per Yarra Leisure's policies and procedures.
- Ensure any issues that arise are reported and dealt with in line with Yarra Leisure policies and procedures.
- Immediately report any equipment or maintenance requirements to the facility Duty Manager on shift using the reporting mechanisms detailed within the Yarra Leisure Policies and Procedures.
- Attend Group Exercise, Health & Fitness and wider branch meetings as directed.

Program Delivery

- Design and conduct innovative, informative and effective exercise programs.
- Always maintain uninterrupted supervision and support of class participations and ensure safety of participants, particularly in the use of equipment and exercise instruction.
- Provide clear and consistent communication to participants.
- Accurately evaluate and monitor participant progress and wellness during the program.
- Collect and return any equipment used during the program to the appropriate storage area and report any damage to equipment or facilities to the Team Leader and or Duty Manager on shift.
- Take responsibility for the setup and pack up of program areas and ensure that they are left clean and tidy.
- Assist the Team Leader's in the development of new and innovative programming opportunities or operational improvements.
- Ensure all participants have checked in for the class at the beginning of each class.

Accountability and Extent of Authority

- Specific guidelines and works under general supervision.
- Freedom to plan work at least several days in advance.
- Effect of actions taken is usually limited to a local group or function.

Judgement and Decision Making

- Procedures well understood and clearly documented.
- Selection from a limited range, recurring work situations.

- Guidance and advice is always available.

Management Skills

- Basic skills in managing time, planning and organising own work.
- Guidance, advice and training of other staff in routine matters.

Interpersonal Skills

- Oral and written communication with clients, employees and members of the public, and in resolving minor problems.

Risk and Safety Requirements

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures to meet this commitment.

Specialist Skills and Knowledge

- Limited degree of skill.
- May require understanding of organisational context - including relevant policies and procedures.
- Good physical fitness and a sound knowledge of education in an exercise environment
- Ability to solve minor customer problems and complaints in a fair and equitable manner
- Demonstrated commitment and capacity to work flexible hours to reflect the operational requirements of the service
- Ability to supervise and deliver exercise classes to a range of age groups and ability levels
- Knowledge of occupational Health and Safety procedures and practises within a fitness setting and within Yarra leisure policies and procedures.
- The application of any theoretical or scientific discipline

Qualifications and Experience

- 4 years secondary plus short industry training course, or some on-the-job training, or traineeship.
- Professionally registered with a nationally recognised fitness organisation to instruct individuals in the class type specific to their fitness qualification: AUSactive Certification or equivalent; Yoga Australia Registration; Pilates Alliance Australasia; Current teacher of Swimming and Water Safety (TSW); Teacher of Towards Competitive Strokes (TSC) or equivalent.
- Professionally trained and qualified in the specific class type they are engaged to instruct including but not limited to: Aqua Certification; Les Mills Program Certification; Spin Accreditation; Yoga Certification; Pilates Certification; Zumba Certification; Certificate III and IV Fitness; AUSTSWIM Teacher of Adults; Swimming Australia Development Coach; Swimming Australia Advanced Coach or other exercise program specific certification.

Key Selection Criteria

1. Demonstrated ability to lead an enjoyable, informative and productive exercise class
2. Strong interpersonal skills and a demonstrated effective communication skills
3. Ability to design and implement safe and effective exercise programs
4. Demonstrated ability to be proactive and motivated to succeed in increasing class participation and occupancy
5. Demonstrated commitment to ongoing professional development and maintenance of industry certifications and best practise techniques