# **Position Description**

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| **Position Title** | Fitness Officer  |
| **Directorate** | Corporate and Customer Services |
| **Level** | 3/4 |
| **Reports to** | Fitness Supervisor  |
| **Responsible for** | N/A |
| **Primary Location** | Margaret River Recreation Centre |
| **Delegation** | N/A |

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| **Position Overview** |

The primary requirements of the position are to:

* + To assist with the operation of the Shire’s Fitness Centres in accordance with Council Policy and health regulations to provide a safe and attractive environment for patrons.
	+ Assist the Fitness Supervisor to organize, supervise, coordinate and promote a wide variety of Fitness and Health programs and services with a focus on programs, classes, service delivery and healthy wellbeing at the centre and throughout the Shire.
	+ Assist with the service delivery, license compliance of Margaret River Recreation Centre fitness operations at both Augusta and Margaret River Recreation Centres.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| **Service Delivery** | * Assist the effectiveness of the service delivery programs and provide regular feedback and reporting when required to the Fitness Supervisor and where necessary recommend remedial action.
* Assist with Schools, Healthcare professionals, aged care, Department Sport & Recreation, Inclusion WA and relevant funding bodies for input on service provision
* Undertake administration duties including recording customer enquiries and complaints, registrations, record payments, maintain attendance statistics, programming and personal evaluation of clients
* Promote and undertake Personal training
* Assist with fitness for work, worker’s compensation claims and injury management programs
* Monitor equipment and the facility to ensure it presented to a high standard and are kept in a condition of good repair, hygiene and cleanliness
* Assist with Development and implementation of innovative fitness programs, and services in response to identified needs in the community and the broader trends in the fitness industry.
* Conduct Group Fitness classes in accordance with policies and guidelines
* Assist the Fitness Super with the Development policies and procedures in accordance with council requirements and fitness industry regulations
* Always present a positive and friendly demeanour to users of the Margaret River Recreation Centre
* Research and assist with grant applications to capitalise on external funding opportunities
* Assist with grant acquittals
* Provide a high level of enthusiasm, commitment and professionalism in providing quality support and excellent customer service
* Ability to convey clear directions and recommendations to customers
 | **60%** |
| **Licensing and Regulatory Requirements** | * Assist with Shire compliance with [Fitness Australia Code of Ethics](http://www.fitness.org.au/page.php?id=96) and guidelines and personal records are kept in a secure and confidential manner
* Assist with Council of the Aging and other regulatory to ensure fitness services are maintained to those relevant guidelines
* Ensure completion twenty (20) continuing education credits (CECs) through educational programs and professional experience over a 2 year CEC cycle that are set by the [Continuing Education Scheme](http://www.fitness.org.au/page.php?id=28)
* Record Accident/Incidents and fulfil external reporting requirements
 | **5%** |
| **Supervision** | * Assist with induction, training, and development of staff
* Assist with the health and safety of the fitness team
* Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment
* Carry out on-going staff re-qualifications, inductions and in house training
* Provide input into work rosters and schedules
 | **20%** |
| **Emergency Management** | * Ability to lead the fitness team and oversee emergency response procedures and development
* Coordinate and deliver effective response to emergency and first aid
* Assist with the fitness team and patrons during emergency evacuation exercises
 | **5%** |
| **OHS** | * Ensure safety of self and other staff by operating equipment safely and wearing compulsory protective equipment
* Ensure current Occupational Health and Safety procedures are maintained for staff and patrons within the Fitness service delivery area
* Assist with occupational safety & health and risk management responsibilities for Fitness team
* Assist with inspections and accident/incident investigations
 | **5%** |
| **Financial** | * Assist the fitness supervisor with budget preparation
* Request quotes, assist with procurement and prepare financial estimates on works
 | **5%** |

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| **Position Requirements** |

**Essential**

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| * Experience with service delivery in a Fitness Services Centre or Gymnasium
* Demonstrated supervisory skills in Group Fitness class and programming
* Cert III or higher in Fitness with a RTO registered with Fitness Australia
* Organisational skills to undertake program planning and delegation within Aquatics
* Ability to be flexible, demonstrate initiative and work effectively under pressure
* Knowledge with Point of Sale and industry membership systems, as well as Basic knowledge of Microsoft Word, Excel and Outlook
* Well-developed written and verbal interpersonal skills
* Senior First Aid
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**Desirable**

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| * Knowledge in the coordination and scheduling of programmed fitness activities
* Experience in industry software including Ezidebit, Centaman and SynergySoft
* Ability to communicate effectively with high support needs people
* Bronze medallion and or aquatic industry qualifications
* Tertiary Qualification or relevant experience in exercise science, sports and exercise management or related discipline
* Working with Children Check
* Current WA driver’s License
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| **Key Relationships** |
| **Internal**  | **External** |
| * Shire employees
 | * General Public
* Local Community Groups
* Local Schools
* Department of Education, Employment and Workplace Relations
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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Employee Name | Signature | Date |