

POSITION DESCRIPTION  
GROUP FITNESS INSTRUCTOR

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THE FRIENDS' SCHOOL



SECTION:	Friends Health & Fitness
POSITION REPORTS TO:	Gym Manager
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Sessional Instructor
STUDENT CARE:	N/A
HOURS OF WORK:	Casual

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PURPOSE

The role of the Group Fitness instructor is to provide planned, well prepared and educated instruction to class participants and to create an enjoyable, safe and rewarding fitness experience. The major accountability of the role is the quality of interpersonal relationships with clients and the quality programming provided which impacts on the level of customer satisfaction, participation and overall business results.

PRIMARY DUTIES

- To plan, prepare and coordinate inspirational group fitness classes which ensure customer satisfaction, enjoyment and safety.
- To ensure the class is prepared and adaptable to meet the needs of injured, pregnant or unfit participants.
- To promptly respond to and resolve customer queries and complaints to ensure good customer relations and promote a friendly and efficient service. To report all customer feedback to Gym Manager.
- To remain observant of any safety risks and report potential hazards immediately to the Gym Manager in order to minimise risk.
- To use appropriate strategies to correct exercise technique and execution of movement to ensure maximum benefit and a safe exercising environment for participants. This may include approaching a participant at the end of the class.
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- To show a genuine interest in the member's development and progress, encouraging questions and responding in a friendly, informative and professional manner.
- To promote the facility to prospective customers by providing quality information and explanations about equipment, programs and services available.
- To contribute to the direction of programs by participating in meetings and providing input to review systems and processes within the team to ensure flexible and responsive service delivery that meets and exceeds member expectations.
- To utilise effective communication lines within the team.

- Adhere to the facility manual and relevant work instructions and/or Safe Operating Procedures for your area of responsibility.
- Adhere to the School & FH&F policies and guidelines as required to achieve best practice and maintain consistency across all staff.
- Contribute to the Centre as an active member of the team.
- Report any maintenance of the group fitness room and/or equipment to the Gym Manager.
- Other duties as required within the scope of your skills and training.
- To assist the Gym Manager in the creation of content for FH&F social media pages and groups to increase community engagement.

#### DELEGATIONS

- Nil

#### SUPERVISION OF POSITIONS

- Nil

#### KEY RELATIONSHIPS

- Centre Manager
- Assistant Manager
- Centre staff
- Members and Users of the Centre

#### SELECTION CRITERIA

1. A minimum of Certificate III in Fitness with group exercise instruction specialisation which includes the following units:  
BSBRSK401 – Identify Risk and Apply Risk Management Processes  
HLTWHS001 – Participate in Workplace Health & Safety  
SISFFIT007 – Instruct Group Fitness Sessions  
SISFFIT011 – Instruct Approved Community Fitness Programs  
or, GEL (Group Exercise Leader) for instructors teaching pre-choreographed or prescribed classes.
2. Relevant training course for pre-choreographed classes (eg. Les Mills)
3. Current First Aid and CPR
4. Successful National Police Check
5. Current Working with Vulnerable Persons Check (employment)
6. An understanding of Work Place Health and Safety
7. Effective verbal communication skills providing a high standard of customer service

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in The Friends' School (Health & Fitness) Enterprise Agreement 2018.
- General conditions of employment will be in accord The Friends' School (Health & Fitness) Enterprise Agreement 2018 and The Friends' School Staff Code of Conduct.
- Provision is made for Long Service Leave in accordance with the Long Service Leave Act 1976, with the exception that employees are entitled to Long Service Leave after ten years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a satisfactory National Police Record Check and current Working with Vulnerable People Registration. Any offer of appointment will become void should the Police Record Check or Working with Vulnerable People Registration present any concerns in respect to our Duty of Care to students and staff of the School.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
  - Take reasonable care for your own health and safety; and
  - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
  - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
  - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.