

POSITION DESCRIPTION

GYM PROGRAM COORDINATOR

THE FRIENDS' SCHOOL



POSITION HOLDER:	VACANT
SECTION:	Friends Health & Fitness
POSITION REPORTS TO:	Centre Manager
REPORTS TO POSITION:	Senior Gym Instructor, Gym Instructors
CLASSIFICATION:	The Friends' School (General, Early Learning, Fitness) Enterprise Agreement 2022. Health & Fitness classification Level 7
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent part-time
HOURS OF WORK:	30 hours per week

P U R P O S E

The role of the Gym Program Coordinator is to coordinate, administer and support the operations for all gym activities, with a focus on ensuring the safe and efficient delivery of high quality gym-based programs. This includes mentoring and oversight of all gym programs and Personal Training, school-based gym use, gym space bookings and group fitness programs.

P R I M A R Y D U T I E S

- To be responsible for promoting a child safe environment within your area of supervision and the School. To champion this important priority and provide leadership through up to date child safe guarding training for yourself and your team annually and ensure that the Child Safeguarding and Mandatory Reporting Policies are followed. Ensure an environment where children, parents and staff feel comfortable raising concerns in their area of supervision.
- Take responsibility for overseeing, guiding and supporting the gym team in the efficient scheduling, administration and safe delivery of group fitness and other gym programs, including development and implementation of new offerings to increase participation and revenue.
- Ensure the efficient use of gym spaces through careful allocation of programs and bookings according to Centre policy, whilst effectively managing staffing for program delivery.
- Develop and maintain systems, practices and policies to ensure safe, high quality delivery of gym programs and activities, with a focus on growth, profitability and customer experience, whilst complying with relevant safety standards and industry requirements.
- Maintain qualifications records, training, supervision, motivation and support for all team members ensuring that the expectations for delivery of the Centre's programs are consistently being met, and that the team are engaging with customers confidently and professionally.

- Build effective relationships with customers, members, the School community and other stakeholders through effective communication, networking and promotion of the Centre and its offerings.
- Lead by example as a member of the leadership team, responsible for all gym operations. Provide mentoring and support for gym team members, along with guidance in relation to strategic direction, technical advice and assistance with on-floor delivery of programs/classes where required.
- Assist the Centre Manager with the preparation of annual Centre budgets, along with regular monitoring and response in relation to gym program revenue and expenses.
- Support the Centre Manager in working towards goals within the Business Development Plan and Strategic Plan, with a focus on innovation and best practice.
- Take responsibility for management of the Centre in the absence of the Centre Manager, as delegated.
- Undertake other duties as delegated within the skills and qualifications of the position.

KEY RELATIONSHIPS

- Centre Manager
- Senior Gym Instructor
- Gym Instructors
- Group Fitness Instructors
- Communications Officer
- Facility Maintenance Coordinator
- Customer Service Coordinator
- Aquatic Program Coordinator
- Learn to Swim Team Leader
- Centre Staff
- External stakeholders
- Local schools and community groups

DELEGATIONS

- Nil
- All Centre staff in the absence of, or as delegated by, the Centre Manager

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Relevant current instructor/coaching qualifications and technical skills in a fitness environment, along with demonstrated skills and experience in gym-based program delivery, including group fitness and rehabilitation programs. Must have:
 - Certificate III and Certificate IV in Fitness
 - Diploma of Fitness (or ability to obtain)

- Certification in Les Mills Class formats, and other specialised group fitness formats (desirable)
 - Current First Aid Qualification, CPR certificate
 - Pool Rescue Award (or ability to obtain)
3. Demonstrated broad fitness industry knowledge, including experience in overseeing and coordinating the safe delivery of a variety of gym and group fitness programs in a team environment.
 4. Proven business acumen through management and monitoring of budgets, meeting financial targets and evaluating programs to meet both business and customer needs.
 5. Demonstrated ability in staff management, mentoring, motivation and support in an environment of continuous improvement and growth, delivering high quality, fun and engaging, industry-compliant fitness programs.
 6. Demonstrated confidence and interpersonal skills in dealing with employees, internal and external stakeholders, community, members and the general public.
 7. Demonstrated high level of computer literacy, using various software packages for written communications, data analysis, member management and digital communications.
 8. Proven high quality written, verbal and analytical problem-solving skills.
 9. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
 10. Show strong support for the Purpose & Concerns and ethos of The Friends' School, including a capacity to provide cultural leadership in keeping with the Purpose & Concerns.
 11. Must hold a current Tasmanian Working with Vulnerable People registration (employment), be fully vaccinated for COVID-19 and have a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: