

# Position Description



<b>POSITION TITLE:</b>	Group Fitness Instructor
<b>POSITION NO:</b>	4150
<b>DIRECTORATE:</b>	Infrastructure Services
<b>DEPARTMENT:</b>	Recreation and Open Space
<b>SECTION:</b>	Maribyrnong Aquatic Centre (MAC)
<b>CLASSIFICATION:</b>	Sessional Instructor
<b>LOCATION:</b>	Maribyrnong Aquatic Centre   Aquatic Drive Maribyrnong
<b>DATE:</b>	April 2026

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Health & Wellness Team Leader
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	MAC Manager, Centre Services Coordinator, Health and Wellness Team, and other MAC Staff
<b>External Liaisons:</b>	MAC Members and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

- Conduct group fitness programs, in an efficient and responsive manner with the aim being to offer the highest standards of instruction and customer service.
- Carry out the highest standards of class supervision and safety for the duration of the class.

## DUTIES AND RESPONSIBILITIES

- To liaise and communicate effectively with class participants and other staff as required.
- To maintain a safe environment for the duration of the class.
- To continually maintain and upgrade qualifications and knowledge with a view to providing the highest standards of instruction.
- Responsible to provide instruction to class participants with the aim of providing an interesting, fun, and educational class.
- Responsible to commence and finish classes according to the rostered schedule.
- To set up and pack up the exercise space as required.
- To assist and rectify, where possible, customers' difficulties and queries.

- To maintain and ensure safety standards are met during class.
- Work effectively with Centre team members to achieve agreed Centre direction and targets.
- Perform any other duties within the scope of their skill and qualification level as requested by the Health and Wellness Team Leader, Centre Services Coordinator and Centre Supervisors.
- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## **Organisational Responsibilities:**

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Provide information and support to senior employees and stakeholders as required, keeping accurate and complete records of activities related to the role.
- Perform work within specific guidelines, policies, procedures and under general supervision.
- Seek assistance for decisions on any matter which could have an effect on Council's public reputation policies and procedures.
- Ensure quality, quantity and time efficiency of their work, identifying potential problems and hazards and initiating appropriate action to rectify or reporting to supervisor.
- Ensuring that programs are delivered in accordance with relevant regulations or standards
- The conduct of group fitness classes which provide safety in the class and to the customers.
- The safety of customers during class time (including immediately before and immediately after the class)
- Maintaining and developing skills, knowledge and understanding of class instruction in order to be current in the standards and trends of instruction presented

## **JUDGEMENT AND DECISION MAKING**

- Perform work under general on-site supervision, exercising own judgement in undertaking the specialised work of the role including selection of equipment, methods or processes to complete tasks, within centre policies and industry standards and practice.
- The ability to provide guidance and advice to clients to the level of their training and expertise.
- Act under the guidance of the supervisor. Guidance and advice are always available.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- The ability to appropriately and effectively perform and demonstrate group fitness skills relating to Group Fitness Instruction
- The ability to pre-queue group fitness routines to ensure effective delivery of group fitness programs.

- An understanding and ability to instruct a cross-section of participant levels and types of classes.
- Knowledge and skills to ensure the effective promotion and dissemination of relevant Centre information.

## MANAGEMENT SKILLS

- Basic skills in managing time, planning and organising own work in order to set objectives and establish priorities to efficiently perform work.
- Ability to formulate and administer classes to achieve effective well organised classes
- Ability to assist, where necessary, other staff to ensure smooth operation of the Centre

## INTERPERSONAL SKILLS

- Excellent oral communication skills.
- Ability to contribute to workplace improvements programs and team discussions.
- The ability to motivate and inspire clients.
- Sensitivity to multi-cultural issues

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Current registration with current governing body (e.g. AusActive/kinect)
- Exercise modules as required:
- Senior First Aid Certificate (HLTAID011).
- Resuscitation Certificate (HLTAID009)
- Current Working with Children Check – Employment Version
- Satisfactory Police Check

### Desirable:

- Experience in program instruction at a multi-use Leisure Centre
- Les Mills certificate
- Aqua Instructor qualification (AUSTSWIM or equivalent)
- RPM, Spin or Cycling certificates
- Zumba certificate
- Pilates or yoga certificate
- Certificate III & IV in Fitness/Personal Training or Group Exercise leader Certificate
- A second language

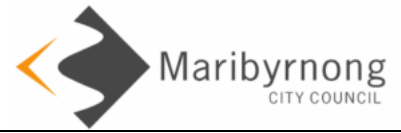
## KEY SELECTION CRITERIA

- Mandatory qualifications and experience as listed above.
- Demonstrated knowledge and experience in the provision of high quality engaging Aqua exercise instruction.
- Ability to appropriately and effectively perform and demonstrate group exercise skills.
- Commitment and ability to deliver quality customer service.
- Excellent verbal communication skills
- Physically and mentally fit to undertake duties as outlined in this position description.

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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be

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incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/ Coordinator: .....

Date: .....