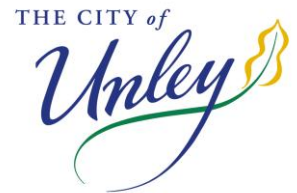


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: GROUP FITNESS INSTRUCTOR
Business Unit: COMMUNITY CONNECTIONS
Reports to: AQUATIC SERVICES OFFICER
Classification: USCG1 - USCG3

2. POSITION OBJECTIVES:

- To instruct high quality aquatic educational and fitness programs and opportunities for all sections of the City of Unley community and surroundings areas.
- Assist further development of programs to cater for the varying needs of the City of Unley community.
- To provide a broad range of programs to attract regular use (frequent return visits) from a broad cross-section of the community.
- To contribute towards an economically viable facility (as determined by Council), which over time minimises the net operational cost to Council, while maximising the benefits returned to users.
- To increase community participation in aquatic recreation and education by promoting safety and enjoyment in and around the water.
- To assist with and be able to communicate, support and encourage enthusiasm among class participants.

3. KEY RESPONSIBILITIES:

- Ensure an enjoyable experience all participants.
- Promote the different components and opportunities available within the program.
- Ensure the safety and wellbeing of patrons while in the Centre.
- Participate in internal training and education programs.
- Maintain all essential qualifications for the position.
- Comply with Council's policies and procedures particularly in relation to OHS&W (Occupational Health Safety and Welfare).
- Demonstrate and support the City of Unley's values when working with others and the community.



Better Together



Be Progressive



Strive for Excellence

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Work Health and Safety (WHS) Responsibilities:

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES THE CITY of
Unley

Better Together
Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there

Be Progressive
Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future

Strive for Excellence
Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Current Apply First Aid certification.
- Accredited Group Fitness qualification (Aquarobics).
- Current Department Human Services (DHS) Working with Children Check.
This required to be maintained with this position and held current every five (5) years.
- Current Safe Environments for Children and Young People *Through their eyes* (or equivalent recognised certificate).

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Certificate III in Fitness with specialisation in “*Exercise in Water*”.
- Experience in instructing fitness classes for the over 50’s population group.

b) Knowledge

Essential

- Ability to Identify and manage all risks associated with aquatic programs.
- Clear understanding of the program aims and objectives.

c) Skills

Essential

- Ability to work in a team environment.
- Sound public relations, customer service skills.
- Have excellent communication skills in dealing with clients/user groups.
- Ability to manage conflict situations in a calm and effective manner.

By signing this position description, the employee and the employee’s manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: