



POSITION DESCRIPTION

Group Fitness Instructor

Incumbent:	VACANT
Department:	Recreation
Reports to:	Leisure Centre Lead
Supervises/manages:	Nil
Employment Status:	Casual
Award Classification:	Band 3
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

Position Summary

The Group Fitness Instructor is responsible for planning, delivering, and evaluating high-quality group fitness sessions that cater to a variety of fitness levels, ages, and participant levels. The role focuses on providing a safe, engaging, and motivating environment to help participants achieve their health and fitness goals while promoting a positive and professional image of the facility.

The position operates under the direction of the Leisure Centre Lead and contributes to the smooth operation and reputation of the fitness program.

Key Responsibilities

- Plan, prepare, and conduct group fitness classes, ensuring sessions are safe, effective, and enjoyable.
- Tailor exercises and modifications to accommodate participants of varying abilities and fitness levels.
- Demonstrate exercises clearly, provide feedback, and ensure correct technique to minimise injury risk.
- Monitor class participation, engagement, and performance, providing encouragement and support.
- Maintain a clean, safe, and organised exercise environment, ensuring equipment is correctly set up and stored.
- Contribute to the development and promotion of the fitness program, including special events and new classes.
- Maintain accurate class records, attendance, and participant feedback as required.
- Adhere to all workplace health and safety, facility policies, and legislative requirements.
- Collaborate with other staff to ensure a cohesive, professional, and customer-focused fitness program.
- Undertake the supervision of the gym, including instructing patrons to ensure a safe and controlled environment.
- Respond to customer needs and concerns as they arise to ensure quality service.
- Ensure accurate recording and reporting of all accidents, incidents, and customer complaints.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Undertake additional tasks as directed, demonstrating flexibility and a proactive approach.



POSITION DESCRIPTION

Accountability & Extent of Authority

- Accountable for the safe and effective delivery of group fitness classes.
- Operates within established facility standards, procedures, and legislative requirements.
- Exercises judgment in adapting classes to participant needs while escalating safety concerns or other issues to the Leisure Centre Lead.

Judgement & Decision Making

- Determines appropriate exercises, pacing, and class structure based on participant needs, class type, and fitness level.
- Identifies and responds to potential health or safety risks during classes.
- Guidance and advice are always available.

Specialist Knowledge & Skills

- Knowledge of exercise physiology, group fitness techniques, and current fitness trends.
- Ability to design and adapt group fitness programs for participants with varying abilities and goals.
- Understanding of risk management, injury prevention, and emergency procedures in a fitness environment.
- Competence in monitoring class performance, providing instruction, and motivating participants.

Interpersonal Skills

- Builds positive, professional relationships with participants and colleagues.
- Communicates clearly and effectively, providing encouragement and constructive feedback.
- Demonstrates patience, empathy, and adaptability in a diverse group setting.
- Maintains a professional and approachable manner to foster a welcoming environment.

Qualifications & Experience

- Certificate III in Fitness or equivalent.
- Current Group Fitness Instructor accreditation.
- Current First Aid and CPR certification.
- Experience delivering group fitness classes to diverse participants is desirable.
- Working with Children Check.
- Knowledge of workplace health and safety regulations and best practice fitness instruction techniques.

Special Characteristics

This position is classified as Employees Engaged in Recreation Centres under the provisions of the Ararat Rural City Council Enterprise Agreement. As such, weekend and evening work may be required.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		