

POSITION DESCRIPTION – University Recreation and Aquatic Centre Ltd.

Position Title: Casual H&F Instructor

Level: Casual

Division: URAC

Location: URAC/ iC health

Primary purpose of the position:

The H&F Instructor is responsible for supervising and attending to the members and customers in the URAC and iC health Club. Responsibilities include conducting tours and First Visits; cleaning and maintenance of equipment; ensuring patrons are exercising safely and correctly; conducting health and fitness appraisals and programs; and providing excellent customer service.

Position Environment: (Optional)

URAC Ltd is a wholly owned subsidiary of the University. It is a “not for profit” company limited by guarantee, with a distinct purpose to enhance the health and well being of the campus and wider community through sport, recreation and fitness facilities and programs. As of 1st July 2006, URAC Ltd will operate in a Voluntary Student Unionism environment where the acquisition and retention of members is a strategic priority.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Control and supervision of the weights, cardio & stretching rooms including, providing excellent customer service & advice on exercise and safety; conducting centre tours; ensuring compliance with centre rules;	40%	<input checked="" type="checkbox"/>
2. Screening of clients' pre exercise questionnaires, exercise prescription and fitness assessments of normal healthy clients/populations	40%	<input type="checkbox"/>
3. Performing routine low level maintenance on equipment and performing cleaning specific to exercise equipment as required	10%	<input checked="" type="checkbox"/>
4. Other relevant duties as required by the Health and Fitness Manager	10%	<input type="checkbox"/>
5. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input checked="" type="checkbox"/>
6. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	<input checked="" type="checkbox"/>

Reporting Relationships:

Position Reports to:

Health and Fitness Manager; Exercise Physiologist/Specialist

Other Key Contacts:

Maintains an effective work relationship with the Group Exercise Co-ordinator.

Knowledge & Skills:

Essential:

- A high level of customer service delivery skills
- Experienced in Exercise screening, Exercise prescription and Fitness testing
- Ability to problem-solve and work within in a team environment in a busy recreation facility.

Education and Experience:

Essential:

- Certificate III and IV in Fitness
- Current registration with FitnessAustralia
- Current CPR and First Aid
- A minimum of 1 years experience in a Health and Fitness organisation
- Experience in customer service delivery
- Experience interacting with people from a wide variety of cultural backgrounds.

Personal Attributes:

- The Health & fitness Instructor should be passionate about promoting health and fitness to URAC patrons
- A strong customer service orientation
- A strong team work ethic
- Able to lift up to 25 kilograms

Special Job Requirements:

- The position is a casual position and expectations are that you are available to work 10-15hrs/week.