

1.0 Position Details		
Position Title	Gymnasium Instructor	
Classification	4	
Employment Type	Casual	
Award	Local Government Industry Award 2020	
Reporting to	Coordinator Irwin Recreation Centre	
Department	Community Services	
Location	Irwin Recreation Centre	
Supervision	Nil	
Internal Relationships	CEO, management, employees	
2.0 Position Objective		
▪ Champion the Shire of Irwin Recreation Centre in promoting fitness programs together with providing excellent customer service to clients to meet their needs. ▪ Provide physical assessment of clients to create appropriate exercise plans to be enjoyable and to improve clients fitness through exercise. ▪ Provide and follow applicable safety rules and regulations for the use of the Irwin Recreation equipment.		
3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Customer Service	▪ Conduct safe, enjoyable and varied styles of programs and group fitness classes for a wide range of customers.	▪ Adherence to the Shire of Irwin Customer Service Charter.
	▪ Undertake gym assessments and write individual workout programs for gym users	
	▪ Ensure equipment required is available for classes to begin on time.	
	▪ Ensure all facilities are at the highest level of cleanliness and presentation at all times;	
	▪ Conduct safe, enjoyable and varied styles of programs and group fitness classes for a wide range of customers.	

Gymnasium Activities	▪ Adopt a holistic training approach (e.g. exercise, strength)	▪
	▪ Oversee the use of fitness equipment to ensure clients exercise properly and safely	
	▪ Oversee completion of exercise routines	
	▪ Track clients' physical progress	
	▪ Conduct individual and group fitness training sessions	
	▪ Refer to and promote fitness packages and plans	
	▪ Modify exercise plans based on needs, potential injuries or health issues	
	▪ Carry out First Aid and CPR if needed	
	▪ Undertake gym inductions for new and renewing members, as required.	
Work Health and Safety	▪ To ensure all fitness equipment and surrounding fittings are safe, in good working order and the gymnasium is hazard free at all times.	
	▪ Maintain a thorough understanding of the Shire of Irwin's Recreation Work Health and Safety policies and procedures	▪
	▪ Report any unsafe gym or program equipment and facility maintenance needs to the Coordinator Irwin Recreation Centre.	▪

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	Creates and maintains a positive working environment while upholding the Shire's values of: 

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	We are forward thinking and creative in our approach and strive to continuously improve the way we work. ▪ I look for better ways of doing things. ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused.
Accountability	We will honour our commitments and responsibilities to achieve positive results in a transparent environment. ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes.
Integrity	We always act in the public interest and are open, honest, fair and ethical in our interactions with others. ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation.
Respect	We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues.

6.0 Knowledge, Skills and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

- Minimum Certificate III in Fitness
- Current level 2 first aid certificate or prepared to obtain the required certification
- Understanding and ability to conduct group fitness programs
- Demonstrated excellent customer service skills
- Developed communication skills
- Knowledge of diverse exercises and how to adjust plans according to each client's needs
- Ability to instruct and motivate people
- Excellent communication skills
- Demonstrated ability to positively work within a team
- Organised and methodical
- Eligible to work in Australia with proof of citizenship or permanent residency
- Valid unrestricted WA Driver's Licence; and
- National Police Clearance (less than 6 months validity)

7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:
Name:
Signature:
Review Date: November 2025

Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages.

With a variety of employment types the Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications and achievements.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck in your application!