

POSITION DESCRIPTION

Position: Fitness Instructor

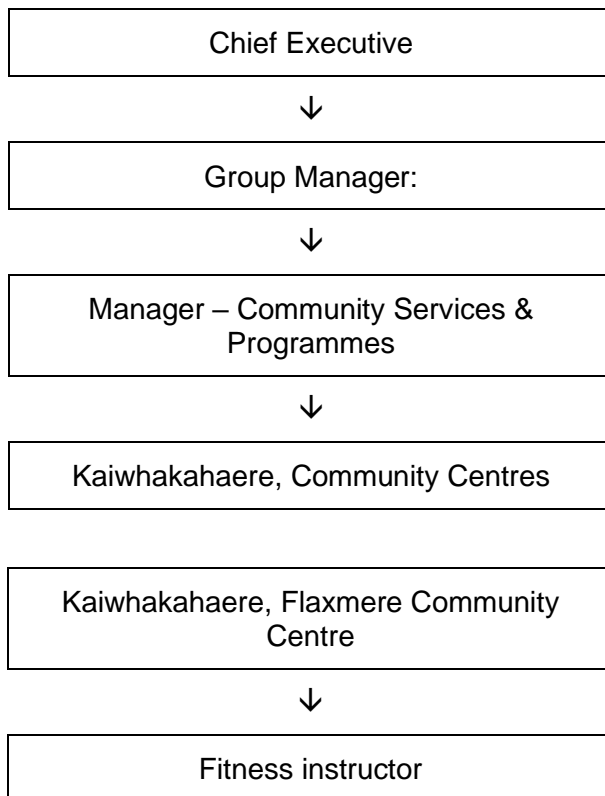
Team: Flaxmere Community Centre/ Community Services & Programmes

Group: Community Wellbeing & Services

Responsible To: Kaiwhakahaere, Flaxmere Community Centre

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Community Wellbeing and Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Welcoming Communities, Community Grants, Hastings City Art Gallery and Toitoti.

The purpose of this position is to work as part of the gym team to support a high standard of customer service and facility presentation, maintain a safe and enjoyable environment. This is achieved through:

- **Customer Service**
- **Equipment Management and Facility Presentation**
- **Fitness Assessment and Programme Prescription**
- **Training**
- **Administration and membership management**

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Customer Service

- Provide clear and accurate information to customers about services and programmes delivered from the Flaxmere Community Centre.
- Actively contribute to a positive customer experience, ensuring a positive, welcoming, helpful courteous manner at all times to all visitors to the Centre.
- Proactively develop and maintain positive relationships with facility customers and user groups.
- Encourage and respond positively to customer feedback, referring to other staff as required.

Equipment Management and Facility Presentation

- Proactively maintain a clean, hygienic well-presented gym and community centre.
- Carry out all cleaning and maintenance duties according to procedure and to meet specified standards.
- Assist in the delivery of programmes and events including set up and pack down of equipment.

Fitness Assessment and Programme Prescription

- Carry out fitness assessments for members according to Industry and Fitness Centre protocols and standards.
- Develop, deliver and monitor safe and appropriate personalised fitness programmes and instruct gym members in the safe use of equipment and participation in programmes.
- Monitor and proactively manage gym member participation.
- Maintain knowledge of industry trends and assist the team leader and kaiwhakahaere in the development of the Centre services and programmes, particularly those related to fitness and health.
- Develop and instruct Group Fitness Classes

Training

- Monitor physical wellbeing during workouts and classes and provide first aid or other assistance to customers or staff as required.
- Attend all scheduled in house training.
- Maintain Emergency Response and First Aid qualifications relevant to the position.
- Maintain an up to date knowledge of best practice in relation to fitness and health programmes

Centre Administration

- Carry out gym administration tasks according to specified procedures - including (but not limited to) booking appointments, maintaining membership records and database, and processing new memberships.
- Carry out any other administration tasks related to the operation of the Flaxmere Community Centre.

Important Functional Relationships

External

Gym members
FCC customers/visitors
Community groups
Sports clubs
Schools
Youth Groups
Training providers
Parents

Internal

Kaiwhakahaere Flaxmere
Community Centre
Other Flaxmere Community
Centre staff
Other HDC staff

Person Specification

Qualifications

- National Certificate in Exercise Prescription or Health and Fitness (equivalent or higher)
- First Aid Certificate

Knowledge/Experience

- Work experience in the Fitness/Recreation industry
- Experience in planning & running programmes
- Good administration and computer skills

Key Personal Competencies

- Ability to undertake fitness assessments
- Leadership
- Organisation and planning skills
- Critical analysis ability
- Sporting and creative skills
- Multi-tasking abilities

Personal Attributes

- Physically fit
- Passion for community-based opportunities
- Energetic, enthusiastic and motivated to work in the recreation industry
- Possess excellent customer service and communication skills
- Conscientious, honest and reliable
- Able to work as part of a team as well as unsupervised
- Be organised, accurately record information and handle paperwork
- Be flexible in working hours
- Cultural sensitivity