



POSITION DESCRIPTION

TEAM LEADER FITNESS PROGRAMS

PRINCIPAL OBJECTIVES

Provide support to ensure the effective and efficient delivery of Children's fitness programs within City of Melville LeisureFit centres to enhance community wellbeing.

- 1. POSITION TITLE:** Team Leader Fitness Programs
- 2. REPORTS TO:** Supervisor Fitness Programs
- 3. LEVEL:** LS4
- 4. AWARD/AGREEMENT:** City of Melville LeisureFit Enterprise Bargaining Agreement 2014
- 5. POSITIONS REPORTING:** Gymbakids Instructors
Gymbakids Playtime Instructors



6. PRINCIPAL RESPONSIBILITIES & DUTIES:

- Support the development, implementation and delivery of Children's fitness programs at the LeisureFit centres.
- Undertake administrative duties including staff rostering and program scheduling as required.
- Undertake purchasing and procurement processes as required.
- Responsible for the supervision and development of Gymbakids Instructors and Gymbakids Playtime Instructors.
- Monitor and report to the Supervisor Fitness Program on safety standards and equipment maintenance issues.
- Assist the Supervisor Fitness Program in preparing and analysing reports and budgets relating to Children's fitness programs and equipment.
- Implement Applied First Aid within competency as required.
- Implement Cardio Pulmonary Resuscitation (CPR) within competency as required.
- Perform Duty Officer shifts within competency as required.
- Liaise with Marketing & Communications to assist in developing and implementing marketing initiatives.
- Liaise with internal and external stakeholders in relation to Children's fitness matters as required.
- Assist in the development, maintenance and review of systems, policies and procedures, monitor workflows and conduct evaluations to ensure continuous improvement of the City's Business Management System.
- Take appropriate action in line with established policies and practices with the aim of maintaining a strong customer service.
- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment & Quality culture and associated policies and procedures.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs.
- Required to comply with all relevant environmental legislation, regulations and standards.
- Assist with the implementation of Quality Assurance Principles including identifying improvements.
- May be expected to participate in Continuous Improvement Teams and Audit teams

- Undertake other tasks as requested within scope and level of position.
- Act as Supervisor Fitness Programs as required.

CORPORATE COMPETENCIES:

- Understanding of Equal Employment Opportunity & Code of Conduct
- Application of Customer Service Standards
- Understanding of Safety and Risk Systems
- Understanding of Business Excellence

7. ESSENTIAL & DESIRABLE QUALIFICATION AND LICENCES:

- Essential - Current Senior First Aid Certificate
- Essential - Current Cardio Pulmonary Resuscitation (CPR) Certificate
- Desirable – Tertiary Qualifications in Exercise, Health, Sports Science, Business, Education or relevant discipline
- Desirable - Certificate III in Fitness or equivalent
- Desirable - Certificate IV in Fitness or equivalent
- Desirable – Current ‘C’ Class Drivers Licence

8. EXPERTISE – EXPERIENCE & KNOWLEDGE:

- Demonstrated experience in Junior and/or Children’s fitness, including developing and implementing programs
- Experience in supervising and developing a team
- Experience in the application of Microsoft suite of products including Word and Excel
- Experience in developing, implementing and reviewing systems, policies and procedures
- Experience in programs development and implementing innovative change in a team environment
- Demonstrated knowledge and understanding of the health and fitness industry and trends
- Knowledge of Occupational Health and Safety standards
- Knowledge of purchasing and procurement processes
- Knowledge of financial principles including budgets

9. SKILLS:

- Effective interpersonal, verbal and written communication skills
- Effective organisation and time management skills
- Effective decision making and problem solving skills
- Effective customer service skills
- Ability to work autonomously and as part of a team

10. JUDGEMENTS:

- This position works under general supervision.
- Problem solving and decision making is undertaken within established procedures and guidelines.
- Under the guidance of the Supervisor Fitness Programs make discretionary decision that can be substantiated within operational guidelines, standards, procedures and relevant legislation to effectively resolve customer issues and needs.