

# POSITION DESCRIPTION

## Health and Fitness Coach

### POSITION DETAILS

|                                |                                                                |
|--------------------------------|----------------------------------------------------------------|
| Date of Position Description   | August 2025                                                    |
| Position Title                 | Health and Fitness Coach                                       |
| Position Grade                 | 4                                                              |
| Directorate   Business Unit    | Community & Culture   Social & Community Services              |
| Reports to                     | Health and Wellness Manager                                    |
| Physical Requirements Category | Category 2- Field Role with considerable Physical Requirements |

### POSITION OVERVIEW

This position is a key member of Council's health and wellness team within our aquatic centre. You will be responsible for the delivering a safe and hygienic facility to the community and user groups. The engagement, satisfaction and retention of our membership and visitors will benefit from your passion, skills and support.

### KEY RESPONSIBILITIES

#### Role Specific

- Ensure that the Health and Wellness areas of the facility, including equipment, are well maintained and any maintenance issues are actioned or reported in a timely manner through the established process
- Gym floor supervision of facility users, promoting the correct and safe use of equipment.
- Carry out initial fitness assessments and review members' individual programs – referring onto Personal Trainer appointments for focussed individual support.
- Assist with member enquiries and lead conversion to strengthen to financial and social outcomes
- Planning and implementing fitness programs to achieve both short- and long-term goals of our members. Ensure that fitness programs are designed specific to the member's needs and have an emphasis on safety.
- Plan and instruct circuit style group exercise sessions ensuring the safety of participants and surrounding patrons.
- Maintain up to date knowledge of fitness industry changes to rules and practice. Maintain fitness qualifications and commit to developing the fitness industry knowledge of yourself and the team
- Develop and maintain rapport with facility members and casual users
- Work with programming staff to deliver a suite of programs for schools and other community groups across multiple areas of the facility.
- Ensure consistent high levels of communication, public relations and customer service to all facility users.
- Ensure safe manually handling of equipment to assist in preventing injuries to patrons and staff
- Actively participate in professional development training sessions, both internally and externally, mandatory training and all relevant team meetings.
- Undertake reasonable alternative duties as delegated by the management team.
- Flexibility and willingness to work a 7-day rotating roster across multiple facilities

## Baseline

- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Manage reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

## KNOWLEDGE

### Qualifications

- Certificate III in Fitness or relevant stream
- Accredited Exercise Professional i.e AUSactive (Gym Instructor registration) or ESSA Accreditation
- Current Australian First Aid (Level 2) and Current CPR Certificate
- NSW Working with Children Clearance

### Experience

- Demonstrated experience in the Fitness Industry
- Experience in working as part of a team in a health, wellness or fitness environment.
- Knowledge of fitness testing and exercise programming
- Established networks in the sport, recreation and fitness industry

### Skills

- Well-developed verbal communication skills including experience in working in diverse communities
- Ability to work as part of a team including knowledge sharing and contributing to program reviews
- Ability to work in harmony, gain cooperation and assistance from a broad cross section of individuals, groups and staff
- Good time management skills with the ability to prioritise.

### Desirable Qualifications

- Certificate IV in Fitness
- Group Fitness Instructor qualifications
- Qualifications in specific training modalities such as kettlebells, TRX, Fitball, and/or Olympic lifting
- Experience with Les Mills training systems
- Tertiary qualification in Exercise Science, Business Administration or Facility Management
- AUSTSWIM, Royal Life Saving or Swim Australia Teacher qualifications
- Pool Lifeguard Certificate