

Position Description Form

Position Title: Fitness Centre Officer	
Department: Student Experience	
Position Reports to: Fitness Centre Coordinator	
Direct Reports: Nil	
Position Description Issue Date:	April 2018
Location: Preston Campus	
For Teaching Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	
For all other Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

The Student Experience division delivers a comprehensive range of services to Melbourne Polytechnic's VET and higher education students. The Department comprises of the Library, Student Support, Student Life @ MP (SLAM), Koorie Services Centre, the Fitness Centre and Student Communications.

This position is responsible for providing health and fitness advice, services and programs to the Fitness Centre members and casual users (campus staff, students and local community) as well as providing and delivering student programs as requested

Key Responsibilities

- 1) Fitness Centre daily operations
 - Ensure the Fitness Centre including facilities and equipment is kept clean, and well maintained.
 - Administer the membership database, utilising this to increase member participation and maximise revenue opportunities and run member data.
 - Ensure the opening and closing procedures for the gym are adhered to.
 - Ensure that secure cash handling procedures are maintained
 - Follow compliance requirements in relation to safety assessments and general equipment maintenance.
 - Ensure services are provided to members in line with Health and Safety and other

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legislative requirements as they relate to the fitness industry and institute policies

- Obtain regular feedback on the services provided within the Fitness Centre, to enhance service provision and assist in forward planning .
- Undertake regular administrative functions that include answering phones, responding to emails, cash handling, and customer service enquiries.

2) Fitness Instruction

- Complete Health & Fitness Assessments
- Complete program inductions
- Develop and deliver fitness programs that meet the fitness goals of members.
- Deliver group fitness classes.
- Deliver personal training sessions to members as requested.
- General supervision of members correct techniques and safe use of gym equipment.
- Support Student Life (SLAM) team at on campus and sporting events

Other professional duties as and general tasks as directed that may include marketing and promotion of the Fitness Centre.

Key Relationships

Internal

Clients of the Fitness Centre
Teaching staff

External

Fitness Industry partners
Local community
Suppliers

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

Key Technical Competencies:

- Demonstrated high level of customer service, and the ability to deliver client focused programs and quality fitness services.
- Be physically fit and capable of delivering group fitness programs, develop and deliver individual training programs.
- Demonstrated ability to build memberships and to deliver a broad range of activities.

Qualifications and Experience:

- A Certificate III in Fitness is the minimum requirement for this role, a related Certificate IV or diploma in Fitness would be highly desirable.

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- A minimum of 1 year experience in the Fitness Industry
- Current Registration with Physical Activity Australia or Fitness Australia
- First Aid and CPR qualifications
- Experience in using client management software ('ClientConnect') is advantageous
- Flexibility to work shifts

Behavioral Competencies

At Melbourne Polytechnic, all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Limits of Authority

There is no budget to be managed and expenditure limits are as outlined in the key responsibilities.

Safety Issues Significant to the Position

Manual handling of weights and heavy equipment commonly used in the gym environment. There is a high level of physical activity required for this role.

Also, extensive use of keyboard operation and visual display unit, as it relates to an office environment

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off

Position Description Form

_____ <i>Employee's Name</i>	_____ <i>Department Manager's Name</i>
_____ <i>Employee's Signature</i>	_____ <i>Department Manager's Signature</i>
Date: / /	Date: / /