

Job Description

Current as at: 11/02/2015

HEALTH AND FITNESS ASSISTANT YMCA SPORTS, FITNESS & COMMUNITY CENTRE	
POSITION LEVEL:	Casual, Fitness Industry Award 2010
REPORTS TO:	Assistant Manager - Fitness or other person who may from time to time be nominated
SUPERVISES:	Nil
PRIMARY RESPONSIBILITIES:	<p>These tasks will all be undertaken with direct supervision by either the Assistant Manager - Fitness or a person nominated by the Assistant Manager - Fitness.</p> <ol style="list-style-type: none"> 1. Ensure the Gymnasium and Group Fitness Hall is maintained in a safe and tidy manner. 2. Provide recommendations and/or suggestions to Management that may improve the appearance, function or safety of the gymnasium floor. 3. Be familiar with the use of all exercise and testing equipment, including their repair and calibration (maintenance). 4. Complete the daily tasks that have been assigned on the cleaning and maintenance schedule. 5. Ensure positive and motivational liaison with all members whilst on duty, ensuring customers have a pleasant customer service experience at all times. 6. Ensure that the reception message book is read each time you attend for work to ensure you are kept up to date with any new developments 7. Ensure that any required minimum qualifications relevant to this position are maintained as current at all times. 8. Attend all Staff Meetings including staff development sessions as required. 9. Ensure that an Accident/Incident report form is completed and witnessed for all injuries sustained or incidents that occur. 10. Be familiar with the use of operational systems and administrative requirements relating to the health and fitness area; 11. Provide accurate information to customers on all aspects of Centre activities and services. 12. Maintain the work environment so as to minimise risk to both customers and staff. 13. Report identifiable risk so that immediate action can be taken. 14. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document. 15. Maintain confidentiality of all YMCA information, records and files 16. To maintain the Quality System and report any deviations from the intended system 17. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual". 18. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy. 19. Any other duties as determined by the Chief Executive Officer from time to time.
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000; 2. Interest in pursuing a career in health and fitness 3. Knowledge of customer service and 12 months experience within the fitness industry is desirable 4. Achievement of YMCA's Safeguarding Children Training Certificate

Authorised By: _____