

Aquatic & Fitness Instructor

Kaupapa | Purpose

To enhance student and staff wellness at Toi Ohomai Institute of Technology by instructing at the Aquatic and Fitness Centre, and maintaining the facility on a day-to-day basis.

Reports to: Aquatic & Fitness Centre Manager

Team: Toi Ohomai | Te Pūkenga Aquatic Centre

Remuneration: \$52,759.53 - \$65,949.41 (Fixed Remuneration)

Date: October 2025

Ngā mahi | Do

Aquatic and Fitness Centre Instruction

Provides effective and efficient coordination of aquatic and gym facilities under the direction of the Manager. Responsibilities include:

- Exercise prescription for members and students.
- Exercise testing and laboratory assistance.
- Preparation of facility for classes, groups and individuals.
- Equipment cleaning, maintenance and safety.
- Supervises the pool as required to ensure there is always someone on Pool Lifeguard Duties.
- Water quality testing and record keeping.
- Advises the Manager on changes to exercise science and prescription.
- Promotion / Marketing.
- Provides appropriate pool and centre supervision and assistance to Aquatic Centre users.

Reception, Administration and Customer Service

- Provides professional, efficient, friendly and welcoming reception and telephone services for internal and external customers.
- EFTPOS transactions and cutover.
- Rostered for Mail Run, when on reception duty.
- Assists members with enquiries, receives and processes payments of memberships, updates memberships on database.
- Responds to public requests, queries and issues relating to membership, courses, resources and staff.
- Co-ordinates, and assists in the running of, new client orientation sessions.
- Responds appropriately to access requirements to the facility.
- Assists with preparation of Aquatic Newsletter.
- Updates Aquatic Centre timetable on whiteboard and electronically.

Health and Safety

- Follows Health and Safety guidelines within the facility and Institute.
- Assists with incidents and accidents which present at the Aquatic Centre and ensures First Aid Management of patients within the Aquatic Centre.
- Actively identifies hazards and ensures that the hazard register held in reception is up to date.
- Acts as a Fire Warden for the Aquatic Centre.
- Follows chemical handling guidelines and policies.

Campus Life

- Assists in the organisation of student activities, clubs etc as directed by the Manager.
- Helps provide an exciting and full student experience on campus by supporting initiatives arising from Aquatic Centre & Marketing Team.
- Assists manager with events as required.

Support and Liaison with Teaching Staff

- Instructing students on equipment maintenance.
- Writing effective fitness programmes for students.
- Preparing the Aquatic centre for teaching lessons.
- Assisting staff in the role of a teaching assistant when academic staff are running lessons in the fitness centre.
- Keeping up to date with industry standards and incorporating these in the everyday operation of the fitness centre.
- Liaise with and receive instruction from teaching staff about the nature of fitness/exercise programmes prepared for students and/ or classes.
- Liaise with and receive instruction from teaching staff about the safe and correct use of equipment.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Technical/Professional Qualification

Essential

Graduate of any of the following programmes:

- Certificate in Fitness
- Diploma in Sport and Recreation

- Degree in Sport and Recreation

Desirable

- Water testing qualification i.e., NZQA unit standard(s) 5692, 5693, 5694
- Oxygen provider certificate
- Defibrillator operator training
- Current First Aid Certificate (Training will be provided if this is not held)
- National Pool Lifeguard Award (Training will be provided if this is not held)

Skills and Attributes

Essential

- Excellent communication skills, particularly at an interpersonal level
- Good customer service skills
- Superb motivational skills
- Reliable and punctual
- Ability and willingness to support teaching staff in and around the fitness centre environment.
- Ability to work cooperatively within a diverse and large team of people
- Self-motivating and able to work effectively individually and as a team member
- A flexible, positive outlook and an ability to prioritise workloads, exercise initiative and achieve deadlines
- Good word processing, spreadsheet, database and e-mail skills
- Ability to maintain complete, tidy and accurate records.
- Physically capable to prepare the pool for operation and work in a range of physically different environments
- An awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi.

Desirable

- Swimming pool water quality maintenance
- 1 year administration and reception experience
- Scheduling and coordinating fitness classes
- Exercise prescription

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākongā and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Functional Relationships:

Internal: Students
Staff

External: Clients
Community Providers
Pool & Fitness Centre maintenance operators

Resource delegations and responsibilities:

Financial: Budget owner: No
Delegated Financial Authority as per Toi Ohomai's Delegations Policy: No

People: Number of Direct Reports: 0
Number of Indirect Reports: 0
Responsible for contract staff, and/or coaching, training of others: No
Responsible for new employee hire: No