# Fitness Instructor & Lifeguard

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# Kaupapa | Purpose

To enhance ākonga and kaimahi wellness at Toi Ohomai Institute of Technology by instructing at the Recreation Centre, and maintaining the facility on a day to day basis.

**Reports to:** Aquatic & Fitness Centre Manager

**Team:** Toi Ohomai | Te Pūkenga Recreation Centre Faculty of Health, Education & Environment

**Remuneration:** $52,000 up to $56,000

**Date:** September 2024

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**Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values**



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**Ngā mahi | Do**

##### Fitness Centre Instruction

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

* Exercise prescription for members and ākonga;
* Exercise testing and laboratory assistance
* Preparation of facility for classes, groups and individuals;
* Equipment cleaning, maintenance and safety;
* Advises the Manager on changes to exercise science and prescription;
* Promotion / Marketing;
* Provides appropriate centre supervision and assistance to Recreation Centre users

Expect outcomes:

* Exercise testing and prescription is completed in an accurate, client focused manner, evidence for this is provided through customer feedback.
* Equipment is always clean and in good repair.
* The centre is supervised at all times.
* Proactive marketing and promotion of the Centre occurs at all available opportunities.
* Reading literature or attending workshops/ group lessons to ensure current knowledge in exercise prescription and testing is maintained

**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 kaimahi;
* Co-ordinates, and assists in the running of, new client orientation sessions;
* Responds appropriately to access requirements to the facility;
* Assists with preparation of Recreation News letter
* Updates Recreation Centre timetable on whiteboard and electronically.

Expected outcomes:

* Customers have queries answered accurately and promptly, and are satisfied.
* Feedback evidences a professional customer focused attitude when dealing with both internal and external customers.
* EFTPOS and cash transactions are processed and forwarded to the cashiers in a timely manner.
* The facility uniform is professionally worn at all times during duty hours.
* Administration is completed in an accurate and timely manner.
* All visitors complete the sign in/out book and are shown the Health and Safety and emergency procedures.
* Documentation and correspondence is accurate and prepared in a timely manner.
* Assists with purchasing policy as required through Tech 1.

##### Health & Safety

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

Expected outcomes:

* Treatment of accidents are carried out and accident/incident reports are sent to the Health and Safety Adviser/P&C team as soon as possible after the event.
* Evidence of working knowledge of the Recreation Centre Emergency Action Plan and Operations Manual.
* Hazard register is up to date and evidence shown of knowledge of significant hazards in the Recreation centre.
* A current First Aid certificate is maintained.
* Current NPLA certificate is maintained.
* Fire Warden meetings are attended and drills are carried out in a timely fashion to meet Institute requirements.
* Checks daily, Spinal Board / O2 / Defibrillator are in correct working order as required for 1st Aid emergencies.

**Campus Life**

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

Expected outcomes:

* Ākonga activities run smoothly and promote the Recreation Centre as a fun place to be.
* Recreation Centre and Marketing Team initiatives are fully supported and help given as required.

**Support and Liaison with Teaching Kaimahi**

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

Expected outcomes:

* Instructions are given clearly and accurately
* The Recreation centre is set up to meet class deadlines.
* Industry standards are known and met.
* Teaching kaimahi are fully supported as required.
* Attend meetings held with fitness tutors to ensure accurate programs are prescribed all individuals and groups within the Recreation Centre.
* Adopt new principles into their prescriptions and consult with industry to ensure up-to-date principles are delivered.

**Meaningful and effective partnerships**

* Be a strategic education partner to Iwi, industry and the communities in the region
* Recognise Iwi of the region as rights holders
* Work collaboratively with other education providers
* Work closely with government agencies

**Deliver tertiary education, research and technology transfer to meet the needs of the region**

* Ensure that we understand and meet the tertiary education needs of the region
* Provide accessible and adaptable pathways for learners
* Develop our discipline and research strengths to align with those of the region
* Be active in technology transfer and applied research for industry.
  1. **Be innovative and support innovation**
  + Create an organisational culture that encourages and supports innovative practice.
  + Develop activities that support new innovators and entrepreneurs in our region.
  + Embrace and share new technologies and practices in education and industry.
  + Build our capability and delivery of STEM subjects and courses

**Be Learner-centred**

* + Offer a range of services to support ākonga success prior to enrolment, during their study and beyond graduation.
  + Tailor our educational delivery to suit the needs of the learners and to enhance their employability.
  + Ensure our campuses, programmes, delivery and support mechanisms engage and support Maori and Pasifika ākongas to achieve success.
  + Create a culturally-safe environment for all learners.

**Be a sustainable organisation**

* + Ensure that we are financially responsible and sustainable.
  + Develop revenue streams appropriate to our core purpose.
  + Maintain the highest standards of health and safety for our kaimahi and ākongas.
  + Develop the capability of our kaimahi to meet the future needs of the organisation.
  + Minimise our negative environmental impact.
  + Contribute to the social cohesion of our communities.
  1. **Note:**

1. The above Key Competencies are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process

##### 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.

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**Pūkenga | Have**

**Qualifications**

Essential:

Graduate of any of the following programmes:

* Minimum Certificate in Fitness or equivalent or;
* Diploma in Sport and Recreation or;
* Degree in Sport and Recreation

Desirable:

* Comprehensive first aid
* Pool lifeguard practicing certificate

(The successful candidate will be pout through these courses in required)

**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 kaimahi 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 work in a range of physically different environments
* An awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi.

Desirable:

* One year administration and reception experience
* Scheduling and coordinating fitness classes
* Exercise prescription

**Change to position description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

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**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, ākonga 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.

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**Ngā Hononga Mahi | Working relationships**

**Internal:** Ākonga, kaimahi

**External:** Clients, Community Providers and Fitness Centre maintenance operators

#### Resource delegations and responsibilities: N/A

**Financial:** N/A

**People:** N/A