



LIONS DEN GYM & FITNESS CENTRE

GROUP INSTRUCTOR / PERSONAL TRAINER

Organisational Vision and Values

Tūtaki Youth Inc. is committed to creating positive life outcomes for young people and their families. The organisation provides a facility with cultural, education, physical, health and leadership opportunities.

- **Whanaungatanga:** Community and family
- **Manaakitanga:** Generosity, kindness and empathy
- **Whakapono:** Professionalism, honesty and respect
- **Arahanga:** Leadership and empowerment
- **Whakaahu whakamua:** Progressiveness
- **Te Tiriti O Waitangi:** Commitment to the Treaty of Waitangi

Organisational Objectives

- **Healthy Futures:** We will offer services and support to create healthy futures
- **Wellbeing:** We will provide choices and opportunities for improved wellbeing
- **Leadership:** We will show pathways for individual potential to be recognised and realised
- **Safety:** We will ensure that young people and their whānau are safe
- **Collaboration:** We will endeavor to collaborate for collective impact
- **Purposeful:** We will be purposeful in the community

Purpose of Position

The Group Instructor/Personal Trainer will be an integral part of the Lions Den Gym & Fitness Centre. The key aim is ensuring members have access to a variety of innovative and engagement-focused fitness services including personal training, group trainings, workshops and programming. Maintaining a regular presence within the gym and a positive culture for members to contribute to will also be important. This role reports directly to the General Manager and is accountable to their colleagues. The Group Instructor/Personal Trainer will:

- Develop and provide fitness services
- Ensure a positive, respectful and friendly gym culture
- Provide customer service and member support
- Develop, refine and deliver initiatives and projects that will enhance user results

Dimensions

Responsible to	General Manager
Supervises	This position does not supervise any staff
Financial limits authority	No financial delegations
Hours per week	25+
Salary Range	to be determined in accordance with Tūtaki policy

Working Relationships

Internal	External
Tūtaki Youth Inc. Staff	Lions Den Gym & Fitness Centre members
Tūtaki Youth Inc. Governance	Lions Den Gym & Fitness Centre fitness clients
Volunteers	Prospective members
	Community organisations and groups

Accountabilities

KEY RESULT AREA: FITNESS SERVICES	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> Guide and support participants through innovative and holistic group programming Provide 30 minute consultations to prospective clients and members and complete fitness assessments Design and deliver safe and effective 30 minute to 1 hour personal training programmes for individuals, catering to their specific needs and abilities Develop and deliver a variety of group fitness trainings that cater to the needs of members and users Contribute to the development, refinement and delivery of initiatives and projects that will enhance user results Identify opportunities for future fitness services and collaborate with the LDGFC team for development and delivery Ensure safe and effective use of equipment by assessing new equipment and evaluating techniques 	<ul style="list-style-type: none"> Group programming participants are instructed well and supported to achieve their goals Consultations are provided to all prospective clients and new members who request them Clients are happy, engaged and seeing outcomes as a result of the personal training services The needs of members and users are catered to in group fitness trainings, shown through positive feedback from attendees Ideas and input are contributed to progress initiatives and projects Future fitness services are identified and developed A sound knowledge of all equipment best practice is maintained

KEY RESULT AREA: GYM ENVIRONMENT	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> • Ensure a positive, respectful and friendly culture is maintained within a high quality environment • Ensure equipment and facility is kept clean and all gym equipment in order 	<ul style="list-style-type: none"> • The gym environment and culture is maintained to encourage people to come to our facility • The gym is kept clean and tidy
KEY RESULT AREA: CUSTOMER SERVICE AND MEMBER SUPPORT	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> • Provide excellent customer service to all users and prospective users of the Lions Den Gym & Fitness Centre • Provide ongoing member support including scheduling and payment processing in collaboration with other staff • Communicate regularly with members in the gym about their goals and introduce them to our fitness services, provide info and/or help if and when required. • Advise users about important safety concerns and demonstrate exercises or maneuvers as needed 	<ul style="list-style-type: none"> • All users receive excellent customer service • Each users membership requirements are met • Through a regular presence within the gym members are engaged with and aware of services available to them • Users are supported to prevent injuries within the facility • Users operate equipment in a safe manner
KEY RESULT AREA: PROMOTIONS	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> • Promote fitness services through personal example, personal presentation and member interaction • Work out at the gym regularly • Identify and utilise opportunities to promote fitness services, workshops, and memberships • Develop videos for gym use, blog posts, tutorials • Deliver presentations on topics related to our gym and what we deliver • Create and manage a personal fitness social media account 	<ul style="list-style-type: none"> • All users are engaged with professionally • Opportunities to promote fitness services are identified and capitalised on • Videos are produced and made available regularly • Presentations are engaging and are delivered in a professional manner • Interact through frequent social media posts

KEY RESULT AREA: PROFESSIONALISM AND TRAINING	
Accountabilities	Performance Measure
<ul style="list-style-type: none"> Positively participate and engage with staff, management and governance Remain committed to on-going training and professional development Stay current on fitness concepts and ideas Remain up to date with first aid techniques through comprehensive training Provide support and guidance to volunteers or students wishing to get into the fitness industry Contribute to the development and review of policy and processes as required Contribute to community events where Tūtaki Youth Inc. is involved 	<ul style="list-style-type: none"> Staff, management and governance are engaged with positively Professional development is undertaken A current comprehensive first aid certificate is held Volunteers or students are supported as required

Person Specification

Essential
Hold or be working towards an industry qualification
Ability to work with a variety of people from beginner to advanced levels of fitness experience
Have a passion for health and wellbeing
Have the physical, visual and auditory ability to perform the essential functions of the job
Excellent written, verbal and interpersonal communication skills
Excellent time management and organisational skills
Good keyboard and computer skills in Microsoft Office applications
A self-starter who is highly motivated and driven
Committed to continuous quality improvement and progress and embraces change
Have a willingness to continue learning and upskilling
Positive, friendly, hardworking and flexible
Honest, personal integrity, reliable and trustworthy
Passionate, energetic and personable
Able to work cooperatively as part of a diverse team

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 technological requirements or statutory changes. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Date:

Author: Ellen Hall

This position description is signed by the employer and employee as an agreed and up-to-date description of the key tasks of this position.

X

Ellen Hall
General Manager

Date:

X

Group Instructor/Personal Trainer

Date: