

## Position Description

### Gym Attendant (Indoor Sports Centre)

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<b>Department:</b>	La Trobe Sport
<b>School:</b>	Central Administration
<b>Campus/Location:</b>	Bundoora
<b>Employment Type:</b>	Casual
<b>Position:</b>	Gym Attendant

Further information about:  
La Trobe University - <http://www.latrobe.edu.au/about>

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#### How to Apply

**Closing Date:** COB September 11th, 2022

**Position Enquiries/Applications:** Phil Longmore - [P.Longmore@latrobe.edu.au](mailto:P.Longmore@latrobe.edu.au)

**Only candidates with full working rights in Australia may apply for this position.**

**Please submit a digital application ONLY and include the following documents to the above email address:**

- Cover letter; and
- An up to date resume

# Position Description

## Gym Attendant

### Position Context

La Trobe Sport is a University initiative with the strategic goal of developing La Trobe University into the University of choice for Sport in Australia.

La Trobe Sport facilitates programs, partnerships, research and course developments to enable La Trobe to be the leading university in Australia for sport-related teaching and research, to support student participation in sport and sport related clubs and to actively engage the local community and schools through the use of its sporting facilities and sport services.

La Trobe Sport was established to drive the implementation of the Plan for Sport at La Trobe that involves a range of activities:

- Manage facilities and run programs related to Health, Fitness, Community and Aquatics Programs at the Indoor Sports Centre (Bundoora), Sports Centre (Bendigo) and Sports Park Stadium (Bundoora)
- Develop teaching and learning opportunities related to sport
- Build the university research capacity related to sport
- Develop sporting partnerships that enhance teaching, learning and research
- Facilitate new and existing academic programs related to sport
- Facilitate coordination across student services and facilities management to maximise opportunities for club sport and sport partnerships with community and school sport groups
- Support the development of new infrastructure to enhance the sport and sport related programs at La Trobe
- Manage the La Trobe University sport-related partnerships and sponsorships

The Gym Instructor position will be based at the Indoor Sports Centre (ISC), La Trobe University Bundoora. The ISC is home to a range of Health & Fitness offerings including a commercial Gym, Small Group Training (Strong Zone) a dedicated Yoga (Zen Den) and Reformer Pilates (Core Cave) studio. In addition to this, there is also an Indoor 25m Lap Pool, a Rock-Climbing Wall, an Indoor Court, five Squash Courts and three Tennis Courts. All members of the university and wider community members are welcome at the ISC and discounts are available for LTU Students, Staff and Alumni.

The successful applicant will be required to work in a small team of Gym Instructors from La Trobe Sport to deliver a high-quality experience for all members. The Health & Fitness team is dedicated to providing a safe and inclusive environment for its members, no matter their experience or training goals, everyone is welcome.

### Duties at this level may include:

- Providing excellent customer services to all stakeholders of La Trobe Sport as per our customer service charter
- Providing effective supervision of the gym facility to ensure the safety of all facility users
- Undertaking PARQ and fitness-based assessments for cliental, assessing their readiness for an exercise training program and implementing a structured session plan that is in accordance with their needs / goals
- Providing initial first aid treatment within the competencies of acquired training
- Attending to relevant tasks, checklists and duties associated with gym floor management and upkeep
- Provide group-based training for small groups of all demographics
- Attending relevant meetings and training sessions
- Attending training as required including but not limited to a minimum of two emergency training and two gym-based training sessions annually

### Special Requirements:

Ability to work flexible hours including weekends.

### Required Qualifications

- HLTAID011 First Aid Level 2
- Hold a minimum SIS30315 Certificate III in Fitness; OR
- Hold or be currently completing HBSES Bachelor of Sport & Exercise Science

### Essential Compliance Requirements

To hold this La Trobe University position the candidate must:

- Hold, or be willing to undertake and pass, a **Victorian Working with Children Check** (employee); AND
- Take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### Key Selection Criteria

#### ESSENTIAL

1. Strong gym-based knowledge, with the ability to contribute to the efficient and effective operations of the health and fitness team
2. Provide fitness appraisals and exercise instruction, ensuring the correct use of free weights and pin-loaded machine equipment
3. Sound communication & conflict resolution skills with the ability to negotiate with a diverse range of customers and/or community members
4. Gym maintenance, cleaning of equipment and common areas following COVID-safe procedures
5. Ability to follow set policies and procedures, with a primary focus on gym safety and a 'safety first' mentality for self and others
6. Ability to work in a team and contribute to fostering a connected, innovative, accountable and caring culture

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:            Date: