



**South East  
Leisure**



**Purpose**

Creating active, connected communities.



**Vision**

Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.

# Personal Trainer

<b>Classification:</b>	Fitness Industry Award Level 4A/SELPT		
<b>Date Reviewed:</b>	18/09/2024		
<b>Department:</b>	Health and Wellness	<b>Reporting to:</b>	Health and Wellness Coordinator
<b>Approved by:</b>	General Manager Operations – Aquatics & Leisure		

## About South East Leisure

South East Leisure are a leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences.

We, at South East Leisure pride ourselves on being driven by our values:

**CARE** – We care about our people, our actions, and our outcomes

**OPEN** – We are honest, transparent, and respectful in our actions

**FUN** – We work hard, we have fun and celebrate our success

**SUSTAINABLE** – We provide commercially and environmentally sustainable outcomes

South East Leisure manage and operate the four major leisure facilities in the Greater Dandenong area:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

We are committed to building a team full of positive, hardworking, and adaptable superstars. In return for your passion and commitment, we will:

- Provide you with flexibility in your role - We are passionate about creating a healthy work life balance
- Encourage you to contribute to our social and environmental outcomes
- We are passionate about creating a positive social impact and are always exploring ways that we can implement environmentally sustainable improvements.
- We will always value and listen to your ideas into ways we can improve our programs, services and business.

**Our Purpose** Creating active and connected communities.

**Our Vision** Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.



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## **About the role**

The Personal Trainer role is responsible for helping members achieve their fitness goals through personalised training programs. They conduct individual and small-group sessions, providing guidance on exercise techniques, nutrition, and wellness. By creating a supportive environment and building strong member relationships, the trainer motivates clients toward healthier lifestyles. This role requires staying informed on fitness trends to deliver high-quality service, making it ideal for someone passionate about fitness and dedicated to member success.

## **Key Responsibilities and Specialist Skills**

- Conduct personalised training session for individuals and group session, ensuring exercises align with clients' fitness goals and needs
- Offer instruction on proper exercise techniques, form and safety, to maximise training effectiveness and minimise injury risk
- Track and evaluate client progress through assessments and feedback, adjusting programs as needed to ensure continued improvement and goal achievement.
- Provide basic nutrition guidance and holistic wellness recommendations to complement training programs and support overall health.
- Build strong relationships with clients, motivate and inspire them and create a positive, supportive training environment.
- Ensure gym equipment is clean, safe and well-maintained, reporting any issues promptly.
- Keep up to date with industry trends, fitness techniques and certifications to provide the best possible service.
- Encourage participation in group fitness classes, challenges and events to enhance member engagement and retention.
- Manage time effectively, handling multiple clients and scheduling session appropriately.
- Regularly checking the Personal Training timetable and booking communications to stay up to date with session status.
- Stay informed about all communications to ensure you are aware of and understand company policies, procedures, and updates.
- Promote a positive safety culture
- Other duties as required

## **Qualifications and Experience**

- AUSactive Registration (desirable) OR evidence of ongoing education with industry equivalent
- Certificate III & IV in Fitness
- HLTAID011 – Provide First Aid.
- HLTAID009 – Provide cardiopulmonary resuscitation. (CPR)
- Current Working with Children Employee check
- Satisfactory National Police Check (funded by SEL)

Desirable

- Previous experience in a similar role (desirable)



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## **Organisational Relationship/Context**

### **Reports to**

Health and Wellness Coordinator

### **Major contacts**

Internal Liaisons

- Leadership team
- Internal staff team

External Liaisons

- Members and patrons
- User Groups

## **Equal Opportunity**

We support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

## **Safeguarding Children and vulnerable adults Commitment**

SEL wants children and vulnerable adults to be safe, feel safe, happy, and empowered; we take all reasonable steps to ensure candidates are appropriately screened and to employ skilled staff to work with children and vulnerable adults and have zero tolerance for all forms of harm.



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**PHYSICAL REQUIREMENTS OF POSITION**

<b>POSITION TITLE</b>	Personal Trainer	<b>DEPARTMENT</b>	Health and Wellness
<b>REPORTS TO</b>	Health and Wellness Coordinator	<b>DATE REVIEWED</b>	24/07/2024

<b>PHYSICAL REQUIREMENTS</b>	<b>Performed Frequently</b> More than 2 hours per shift, or continually for 30 minutes.	<b>Performed Sometimes</b> Less than 2 hours per shift.	<b>Rarely Performed</b> Infrequent / ad-hoc
Keyboard duties		✓	
Reading tasks		✓	
Writing tasks		✓	
Sitting		✓	
Walking / Standing	✓		
Driving Car			✓
Lifting / carrying (Light) < 10kg	✓		
Lifting / carrying (Heavy) > 10kg	✓		
Pushing / pulling (Light) < 10kg		✓	
Pushing / pulling (Heavy) > 10kg		✓	
Cutting (knife work)			✓
Bending	✓		
Kneeling / squatting	✓		
Climbing (stairs, ladders, scaffold)		✓	
Exposure to hazardous substances / dangerous goods			✓
Exposure to blood / bodily fluids / human waste			✓
Exposure to dust / dirt		✓	
Stress – difficult customers			✓
Stress – resolving conflict scenarios			✓
Stress – tight deadlines			✓
Stress – other (specify)			✓
Exposure to noise > 85dB		✓	
Exposure to wet environment (including working in pool water)			✓
Exposure to hot temperatures (up to 39°C)			✓
Continuous concentration		✓	

<b>MINIMUM PHYSICAL REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>
Ability to swim a minimum of 200 metres of a survival stroke		✓
Ability to team-lift a patient out of a pool during a rescue situation		✓
Ability to tow a patient for a minimum of 25 metres in a pool during a rescue situation		✓
Ability to perform Cardio Pulmonary Resuscitation (CPR) for an extended period of time	✓	



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Sustained cardio-vascular training		✓
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**Declaration**

It is essential to disclose any pre-existing illnesses, injuries, or conditions that may affect their ability to meet these physical requirements before employment or as soon as they become aware of them.