

KIAMA MUNICIPAL COUNCIL

Job Description

POSITION TITLE: Casual Gymnastic Instructor

GRADE: Gymnastics Instructor

DEPARTMENT: Leisure Centre

ACCOUNTABLE TO: Centre Manager

DATE: September 2010

OBJECTIVES

1. To ensure efficient operation of the Leisure Centre's gymnastics program for Birthday Parties, Fun days and school bookings.
2. To ensure all equipment is in operational order and report any breakdown to the Duty Manager.
3. To ensure necessary updates and training occurs when necessary.
4. To design programs and supervise gymnastic activities for children from ages 4yrs to 13yrs.
5. To promote the image of Council as being both efficient and courteous.

SCHEDULE OF DUTIES

1. Plan and organise gymnastics activities for Birthday Parties, Fun days and School bookings.
2. Set up and dismantle gymnastics apparatus for activities within a reasonable time frame.
3. Ensure that all gymnastics apparatus and store equipment is stored in the relevant area in a safe and tidy manner.
4. Ensure that all equipment is in working order prior to using the equipment, reporting any unsafe equipment to the Duty Manager in a timely manner, using the correct procedures.
5. Perform spotting duties to ensure that all children perform the exercises safely.
6. Ensure that any incident is reported in a timely manner following correct procedures.

7. Ensure the welfare and safety of all children in the class at all times including checks of enrolment forms for medical problems and ensuring that all personal belongings are collected prior to leaving the class.
8. Perform First Aid duties when required, ensuring that all relevant reports are completed in a timely manner using the correct procedure.
9. Take all reasonable steps to ensure compliance with Council's policies, procedures and legislation and care of self and others in the workplace.

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such other duties as are within the limits of the employee's skill, competence and training.

I accept the responsibility for completing the above duties and understand that I am accountable for their achievement.

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Accepted

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Supervisor

Date

Date