

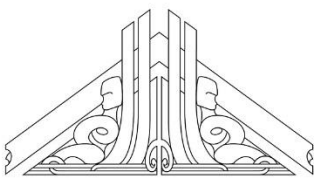
TOI-OHOMAI

Institute of Technology

JOB DESCRIPTION

Job Title:	Aquatic & Fitness Instructor
Department:	Te Pare a Ruahine; Faculty of Health, Education & Environment
Campus Location:	Windermere, Tauranga
Reports To:	Aquatic & Fitness Centre Manager
Job Purpose:	To enhance student and staff wellness at Toi Ohomai Institute of Technology by instructing at the Aquatic and Fitness Centre, and maintaining the facility on a day to day basis.
Date:	November 2019

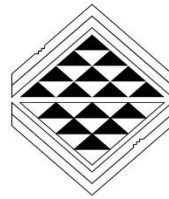
Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values



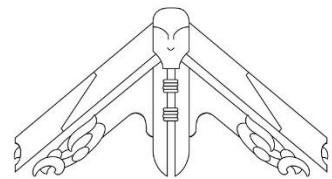
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Toi Ohomai Institute of Technology Strategic Intent 2017 – 2020

Globally education is undergoing disruptive change, driven by technology; learner expectations of employment outcomes; as well as employer & government expectations of relevance and value. Delivery models have changed more in the past 10 years than in the previous 1000 years and are expected to change even more rapidly. In this context Toi Ohomai will systematically and continuously adapt to ensure that its education models and practices are relevant; that our technology, systems and processes meets future business needs; that staff capability and culture embraces change; and our physical asset base meets future learning needs, with a specific focus on improving access to education and enabling employment opportunities throughout the Bay of Plenty.

Toi Ohomai's ability to produce the best possible outcomes for our students, communities and business through seamless connectivity with our regional stakeholders, and Iwi in particular, is critical to the social, cultural, environmental and economic wellbeing of the wider Bay of Plenty region.

Toi Ohomai Institute of Technology will:	We will:
1. have meaningful and effective partnerships	<ul style="list-style-type: none"> a. Be a strategic education partner to Iwi, industry and the communities in the region. b. Recognise Iwi of the region as rights holders c. Work collaboratively with other education providers. d. Work closely with government agencies.
2. deliver tertiary education, research and technology transfer to meet the needs of the region.	<ul style="list-style-type: none"> a. Ensure that we understand and meet the tertiary education needs of the region. b. Provide accessible and adaptable pathways for learners. c. Develop our discipline and research strengths to align with those of the region.

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	d. Be active in technology transfer and applied research for industry.
3. be innovative and support innovation	a. Create an organisational culture that encourages and supports innovative practice. b. Develop activities that support new innovators and entrepreneurs in our region. c. Embrace and share new technologies and practices in education and industry. d. Build our capability and delivery of STEM subjects and courses
4. be learner-centred	a. Offer a range of services to support student success prior to enrolment, during their study and beyond graduation. b. Tailor our educational delivery to suit the needs of the learners and to enhance their employability. c. Ensure our campuses, programmes, delivery and support mechanisms engage and support Maori and Pasifika students to achieve success. d. Create a culturally-safe environment for all learners.
5. be a sustainable organisation	a. Ensure that we are financially responsible and sustainable. b. Develop revenue streams appropriate to our core purpose. c. Maintain the highest standards of health and safety for our staff and students. d. Develop the capability of our staff to meet the future needs of the organisation. e. Minimise our negative environmental impact. f. Contribute to the social cohesion of our communities.

Resource Management:

Financial Authorities	Staff Authorities:
Budget owner: Nil Delegated Financial Authority as per Toi Ohomai's Delegations Policy: Nil	Number of Direct Reports: Nil Number of Indirect Reports: Nil Responsible for contract staff, and/or coaching, training of others: Nil Responsible for new employee hire: Nil

Functional Relationships:

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> Students Staff 	<ul style="list-style-type: none"> Clients Community Providers Pool & Fitness Centre maintenance operators

Key Competencies:

Key Competencies:	Expected Outcomes
1. Aquatic and Fitness Centre Instruction Provides effective and efficient coordination of aquatic and gym facilities under the direction of the Manager. Responsibilities include: <ul style="list-style-type: none"> Exercise prescription for members and students; 	<ul style="list-style-type: none"> 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.

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<ul style="list-style-type: none"> • Exercise testing and laboratory assistance • Preparation of facility for classes, groups and individuals; • Equipment cleaning, maintenance and safety; • Supervises the pool as required to ensure there is always someone on Pool Lifeguard Duties; • Water quality testing and record keeping; • Advises the Manager on changes to exercise science and prescription; • Promotion / Marketing; • Provides appropriate pool and centre supervision and assistance to Aquatic Centre users. 	<ul style="list-style-type: none"> • The centre and Pool are supervised at all times. • Water testing occurs as per the NZ Standard required and accurate records are maintained. • Proactive marketing and promotion of the Centre occurs at all available opportunities. • A current Pool Lifeguard Award is maintained. • Reading literature or attending workshops/ group lessons to ensure current knowledge in exercise prescription and testing is maintained.
<p>2. Reception, Administration and Customer Service</p> <ul style="list-style-type: none"> • 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 staff; • Co-ordinates, and assists in the running of, new client orientation sessions; • Responds appropriately to access requirements to the facility; • Assists with preparation of Aquatic News letter • Updates Aquatic Centre timetable on whiteboard and electronically. 	<ul style="list-style-type: none"> • 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.
<p>3. Health and Safety</p> <ul style="list-style-type: none"> • Follows Health and Safety guidelines within the facility and Institute; • Assists with incidents and accidents which present at the Aquatic Centre and ensures First Aid Management of patients within the Aquatic Centre • Actively identifies hazards and ensures that the hazard register held in reception is up to date. • Acts as a Fire Warden for the Aquatic Centre. • Follows chemical handling guidelines and policies. 	<ul style="list-style-type: none"> • Treatment of accidents are carried out and accident/incident reports are sent to the Health and Safety Adviser/HR team as soon as possible after the event. • Evidence of working knowledge of the Aquatic Centre Emergency Action Plan and Operations Manual. • Hazard register is up to date and evidence shown of knowledge of significant hazards in the Aquatic centre.

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	<ul style="list-style-type: none"> • A current First Aid certificate is maintained. • Current NPLA certificate is maintained. • Attendance in at least 2 mock lifeguard exercises annually (conducted at the Aquatic Centre) 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 emergency's.
4. Campus Life <ul style="list-style-type: none"> • Assists in the organisation of student activities, clubs etc as directed by the Manager; • Helps provide an exciting and full student experience on campus by supporting initiatives arising from Aquatic Centre & Marketing Team. • Assists manager with events as required. 	<ul style="list-style-type: none"> • Student activities run smoothly and promote the Aquatic Centre as a fun place to be. • Aquatic Centre and Marketing Team initiatives are fully supported and help given as required.
5. Support and Liaison with Teaching Staff <ul style="list-style-type: none"> • Instructing students on equipment maintenance; • Writing effective fitness programmes for students; • Preparing the Aquatic centre for teaching lessons; • Assisting staff in the role of a teaching assistant when academic staff are running lessons in the fitness centre; • Keeping up to date with industry standards and incorporating these in the everyday operation of the fitness centre. • Liaise with and receive instruction from teaching staff about the nature of fitness/exercise programmes prepared for students and/ or classes. • Liaise with and receive instruction from teaching staff about the safe and correct use of equipment. 	<ul style="list-style-type: none"> • Instructions are given clearly and accurately • The Aquatic centre is set up to meet class deadlines. • Industry standards are known and met. • Teaching staff are fully supported as required. • Attend meetings held with fitness tutors to ensure accurate programs are prescribed all individuals and groups within the Aquatic Centre. • Adopt new principles into their prescriptions and consult with industry to ensure up-to-date principles are delivered.

Note:

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.

Person Specification:

Qualifications	
<i>Essential:</i>	<i>Desirable:</i>
Graduate of any of the following programmes: <ul style="list-style-type: none"> ○ Certificate in Fitness ○ Diploma in Sport and Recreation ○ Degree in Sport and Recreation 	<ul style="list-style-type: none"> • Water testing qualification ie NZQA unit standard(s) 5692, 5693, 5694 • Oxygen provider certificate • Defibrillator operator training • Current First Aid Certificate (Training will be provided if this is not held) • National Pool Lifeguard Award (Training will be provided if this is not held)
Skills / Attributes	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Excellent communication skills, particularly at an interpersonal level • Good customer service skills • Superb motivational skills • Reliable and punctual • Ability and willingness to support teaching staff 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 prepare the pool for operation and work in a range of physically different environments • An awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi. 	<ul style="list-style-type: none"> • Swimming pool water quality maintenance • 1 year administration and reception experience • Scheduling and coordinating fitness classes • Exercise prescription

Change to Job 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.