

Position Title

Aqua Fitness Instructor

Award Classification

Dorset Council Enterprise Agreement 2022, or any applicable Agreement that replaces it.

Date Reviewed

August 2025

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Organise, instruct and promote aqua fitness classes;
- Provide instructions to aqua fitness groups and promote this service among Scottsdale Aquatic Centre (**Aquatic Centre**) patrons, keeping safety issues in mind at all times.

Key Responsibilities and Performance Requirements

- Organise and instruct aqua fitness classes;
- Have input into aqua fitness program schedules in liaison with the Aquatic Centre Manager;
- Help coordinate enrolments as required;
- Set up equipment and other materials in preparation for classes;
- Promote aqua fitness to members of the public;
- Recognise the varying needs of pool users by providing an adaptable programme.
- Ensure safety of all pool users;
- Actively engage in setting own goals and objectives;
- Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems;
- Promote a positive image of the Aquatic Centre through a professional standard of work, personal presentation and the efficient and effective completion of duties, classes and programs.

Other

- Perform all duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same;
- Other duties as reasonably directed by the Aquatic Centre Manager that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Aquatic Centre Manager

Organisational Relationships

Internal Liaisons

- Management Team
- Council Employees
- Councillors

External Liaisons

- Customers of the aqua fitness program
- Other patrons of the Scottsdale Aquatic Centre
- Private and Professional Organisations
- Contractors

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Aqua Fitness Instructor;
- Accountable to the Aquatic Centre Manager for the performance of duties.

Essential Skills and Knowledge

Qualifications and Accreditations

- Certificate III in Fitness or other relevant industry qualification;
- Current Aquaerobics accreditation - Austswim or Aqua Fitness Online or other relevant qualification;
- Current Provide First Aid (HLTAID011 including CPR and Basic Life Support) certificate;
- Current CPR accreditation;
- Current Working with Vulnerable People registration.

Skills and Experience

- Practical experience teaching aqua fitness (includes work experience performed as part of achieving qualification);
- A current understanding and awareness of work health and safety practices and procedures in the aquatic industry, or ability to quickly obtain;
- Excellent customer service skills;
- Demonstrated ability to work autonomously and with limited supervision;
- High level of time and task management skills;
- Effective verbal and written communication skills with the ability to follow a class plan and communicate skills learned;
- Leadership skills and ability to gain cooperation from others;
- Demonstrated conflict resolution and problem solving skills;
- Decisiveness and ability to make decisions under pressure;
- Demonstrated ability to work as part of a cohesive team with excellent communication skills enabling a professional relationship with customers, students, parents and the broader team;
- A standard of health and physical capability sufficient to meet the inherent requirements of the role.

Desirable Skills and Knowledge

- Prior experience instructing aqua fitness classes;
- Nationally recognised Pool Lifeguard accreditation.

Personal Attributes

- Motivated, energetic and enthusiastic;
- A passion to have a positive impact on the health and wellbeing of the community;
- A positive and fun can-do attitude and willingness to learn;
- Flexibility, adaptability, resourcefulness and initiative;
- Ability to build and maintain cooperative relationships.

I, _____ (name) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____